

**Planning Commission**  
**Thursday, November 7, 2024**  
**6:30 PM Regular Meeting**

**HYBRID Meeting**

**IN PERSON – McMinnville Civic Hall, 200 NE Second Street, or ZOOM Online Meeting**

*Please note that this is a hybrid meeting that you can join in person at 200 NE Second Street or online via Zoom*

**ZOOM Meeting: You may join online via the following link:**

<https://mcminnvilleoregon.zoom.us/j/89408862808?pwd=aTe677rxdtkoLLbpQJrsK8AnLLqL6x.1>

**Meeting ID: 894 0886 2808**

**Meeting Password: 608036**

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*Public Participation:*

*Citizen Comments: If you wish to address the Planning Commission on any item not on the agenda, you may respond as the Planning Commission Chair calls for "Citizen Comments."*

*Public Hearing: To participate in the public hearings, please choose one of the following.*

- 1) **Written testimony in advance of the meeting** – Email written testimony at any time up to 12 p.m. the day before the meeting to [heather.richards@mcminnvilleoregon.gov](mailto:heather.richards@mcminnvilleoregon.gov), that email will be provided to the planning commissioners, lead planning staff and entered into the record at the meeting.
- 2) **In person at the meeting** – Sign up in advance to provide testimony at the meeting by emailing [heather.richards@mcminnvilleoregon.gov](mailto:heather.richards@mcminnvilleoregon.gov), or sign up at the meeting by filling out a testimony form found at the entry to the hearing chambers.
- 3) **By ZOOM at the meeting** - Join the zoom meeting and send a chat directly to Planning Director, Heather Richards, to request to speak indicating which public hearing, and/or use the raise hand feature in zoom to request to speak once called upon by the Planning Commission chairperson. Once your turn is up, we will announce your name and unmute your mic.
- 4) **By telephone at the meeting** – If appearing via telephone only please sign up prior to the meeting by emailing the Planning Director, [Heather.Richards@mcminnvilleoregon.gov](mailto:Heather.Richards@mcminnvilleoregon.gov) as the chat function is not available when calling in zoom.

**----- MEETING AGENDA ON NEXT PAGE -----**

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

\*Please note that these documents are also on the City's website, [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov). You may also request a copy from the Planning Department.

Commission Members	Agenda Items
Sidonie Winfield, Chair	<b>6:30 PM – REGULAR MEETING</b>
Dan Tucholsky, Vice Chair	<ol style="list-style-type: none"> <li>1. <b>Call to Order</b></li> <li>2. <b>Citizen Comments</b></li> <li>3. <b>Public Hearings:</b></li> </ol>
Rachel Flores	<ol style="list-style-type: none"> <li>A. <b><u>Quasi-Judicial Hearing: Planned Development Amendment (PDA 1-24) and Amendment to Subdivision Tentative Plan (S 3-24), No Site Address (Undeveloped), Tax Lot R4524 00801 - (Exhibit 1)</u></b></li> </ol>
Matt Jones	<p>Request: <b>PDA 1-24.</b> The applicant is requesting approval of a Planned Development Amendment to the current Planned Development approval applicable to the property for the remaining undeveloped phases, approximately 106 remaining acres. Principal elements of the proposed amendment include requests to: reconfigure parts of the street layout, change the number of remaining residential lots from 394 to 392, provide tracts for open space and recreation and pedestrian connections (approximately 13 acres) and stormwater management (approximately 1.6 acres), modify phasing boundaries, and request modifications to certain development standards, including reduced setbacks, lot size averaging with average lot size of 7,960 sf and minimum lot size of 5,000 sf, and flexibility to street/alley standards for address frontage for three lots, and request to remove all trees as necessary to accommodate the proposed development plan.</p>
Sylla McClellan	<p>The proposal would also revise 43 of the lots currently approved for attached housing to standard lots proposed as detached housing.</p>
Elena Mudrak	<p><b>S 3-24.</b> The applicant is also requesting approval of an amendment to the corresponding Subdivision Tentative Plan for the property, to be consistent with the requested Planned Development Amendment.</p>
Meg Murray	<p>Applicant: Holt Homes, Inc. c/o Applicant's Consultant: Zach Pelz, AKS Engineering &amp; Forestry, LLC</p>
Brian Randall	<ol style="list-style-type: none"> <li>B. <b><u>Quasi-Judicial Hearing: Zone Change (ZC 3-24), No Site Address (Undeveloped), Tax Lot R4409DC 0110 – (Exhibit 2)</u></b></li> </ol>
Beth Rankin	<p>Request: The applicant is requesting approval of a Zone Change application from R-3 (Medium-Density, 6000 SF Lot Residential Zone) to R-4 (Medium, High-Density, 5000 SF Lot Residential Zone) for a 2.93-acre parcel located at Tax Lot R4409DC 01100, west of the NE Newby Street and NE Hoffman Drive Intersection. This is for a zone change only. No development is currently proposed for the site.</p>

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

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Applicant: Monkia Development

**C. Legislative Hearing: Proposed Amendments To The Comprehensive Plan To Support The Parks, Recreation And Open Space Plan (Docket G 5-24). (Exhibit 3)**

Request: A proposal to adopt the June 2024 Parks Recreation and Open Space Plan as a supplemental document to the McMinnville Comprehensive Plan, and to amend Volume I, Background Information, Volume II, Goals and Policies and Volume III, McMinnville Growth Management and Urbanization Plan's Framework Plan, to support the Parks, Recreation, and Open Space (PROS) Plan.

Applicant: City of McMinnville

**D. Legislative Hearing: Proposed Amendments To Chapters 17.57 Landscaping and 17.58 Trees Regarding Landscape Plans, Landscape Standards, and Street Tree Plans (Docket G 2-24). (Exhibit 4)**

Request: This is a proposed legislative amendment to the Zoning Ordinance initiated by the City of McMinnville. The proposal would amend various provisions of Chapter 17.57 Landscaping and Chapter 17.58 Trees regarding landscape plans, landscape standards, and street tree plans. The proposal would amend Chapter 17.57 to expand the purpose and intent, clarify when landscaping is required, allow for review by staff when a plan complies with standards, update information required on plans, address landscape requirements for additions or expansions to building or parking lots, create clear and objective landscaping standards, and provide minor text amendments for ease of reading. Chapter 17.58 Trees would be amended to allow for review by staff when a street tree plan complies with standards.

Applicant: City of McMinnville

- 4. Commissioner Comments**
- 5. Staff Comments**
- 6. Adjournment**

## **EXHIBIT 1 - STAFF REPORT**

**DATE:** November 7, 2024  
**TO:** Planning Commission Members  
**FROM:** Tom Schauer, Senior Planner  
**SUBJECT:** Public Hearing – Planned Development Amendment PDA 1-24, Subdivision Tentative Plan Amendment S 3-24

### **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



#### **HOUSING OPPORTUNITIES** (ACROSS THE INCOME SPECTRUM)

Create diverse housing opportunities that support great neighborhoods.

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

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### **Report in Brief:**

This proceeding is a quasi-judicial public hearing of the Planning Commission to consider concurrent review of two applications, PDA 1-24 and S 3-24, to amend a Planned Development and corresponding Subdivision Tentative Plan for a multi-phased subdivision. This hearing was continued from October 3, 2024. No staff report or testimony was provided at the October 3 meeting.

The Planned Development includes a request for some additional modifications to standards of the underlying R-2 zone that aren't part of the currently approved Planned Development. Therefore, the Planning Commission makes a recommendation to the City Council, and the City Council makes the final decision. However, if the Planning Commission decision is denial, it is the final decision unless the decision is appealed to City Council.

The applications also include requests for amendments to the conditions of approval.

**PDA 1-24.** (Planned Development Amendment). The applicant is requesting approval of a Planned Development Amendment to the current Planned Development approval applicable to the property for the remaining undeveloped phases, approximately 106 remaining acres. (**See**

**Figure 3).** Principal elements of the proposed amendment include requests to: reconfigure parts of the street layout, change the number of remaining residential lots from 394 to 392, provide tracts for open space and recreation and pedestrian connections (approximately 13 acres) and stormwater management (approximately 1.6 acres), modify phasing boundaries, and request modifications to certain development standards, including reduced setbacks, lot size averaging with average lot size of 7,960 sf and minimum lot size of 5,000 sf, and flexibility to street/alley standards for address frontage for three lots, and request to remove all trees as necessary to accommodate the proposed development plan.

In addition, while not noted in the list of requested changes in the application, the narrative also indicates all of the proposed lots in the remaining unplatted phases would be lots for detached homes, whereas the previous approvals included lots for attached housing (originally 50, revised to 43 in the 2017 amendment).

**S 3-24.** (Amendment to Corresponding Subdivision Tentative Plan). The applicant is also requesting approval of an amendment to the corresponding Subdivision Tentative Plan for the property, to be consistent with the requested Planned Development Amendment.

**See Vicinity Map (Figure 1) and Zoning Map (Figure 2). The illustrative map for the planned development and subdivision tentative plan is provided below as Figure 3. The application materials provide more detailed maps.**

This is a consolidated review to consider these applications associated with the development of the subject property. There will be one public hearing to receive testimony for both applications, and then two separate votes will be taken: one vote for each application, based on the applicable criteria for each application.

The consolidated review procedures specify that the decisions for all applications are subject to the procedure that affords the most opportunity for public hearing and notice:

17.72.070 Concurrent Applications. When a proposal involves more than one application for the same property, the applicant may submit concurrent applications which shall be processed simultaneously. In so doing, the applications shall be subject to the hearing procedure that affords the most opportunity for public hearing and notice.

Accordingly, the Planning Commission makes a recommendation on both applications, with the City Council making the final decision on both applications, unless the Planning Commission decision is denial.

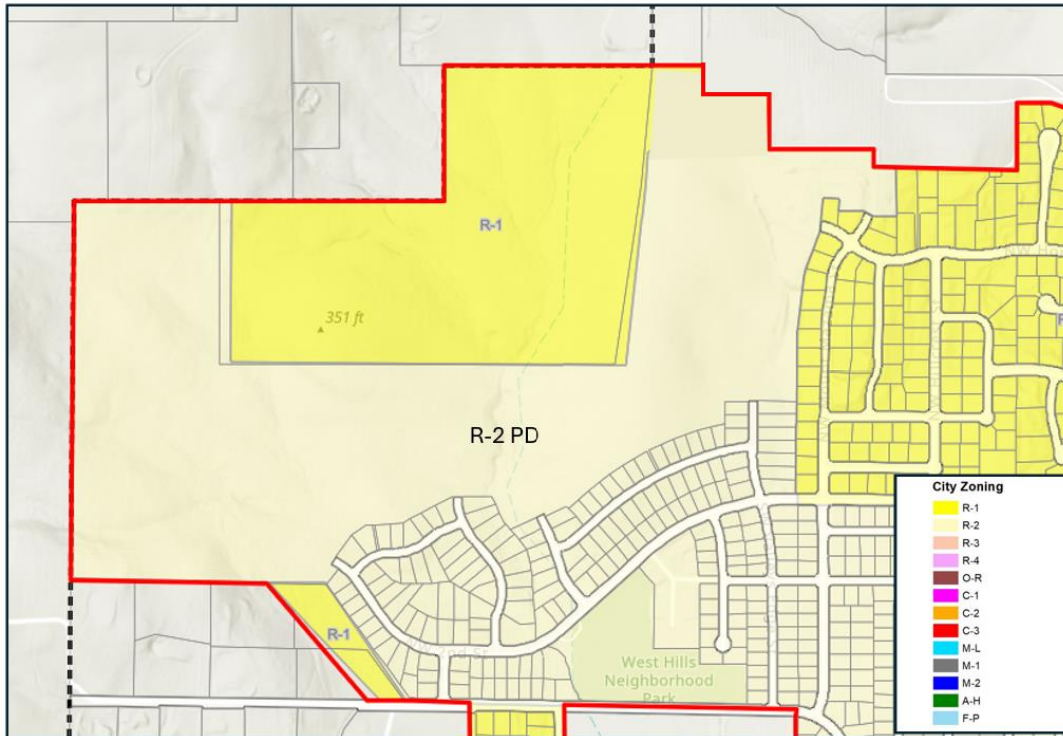
Two written comments were submitted which are attached to the Decision Document.

- Jerry Hubbard Testimony Submitted via e-mail September 23, 2024
- Clarke Ellingson Testimony Submitted via e-mail October 3, 2024

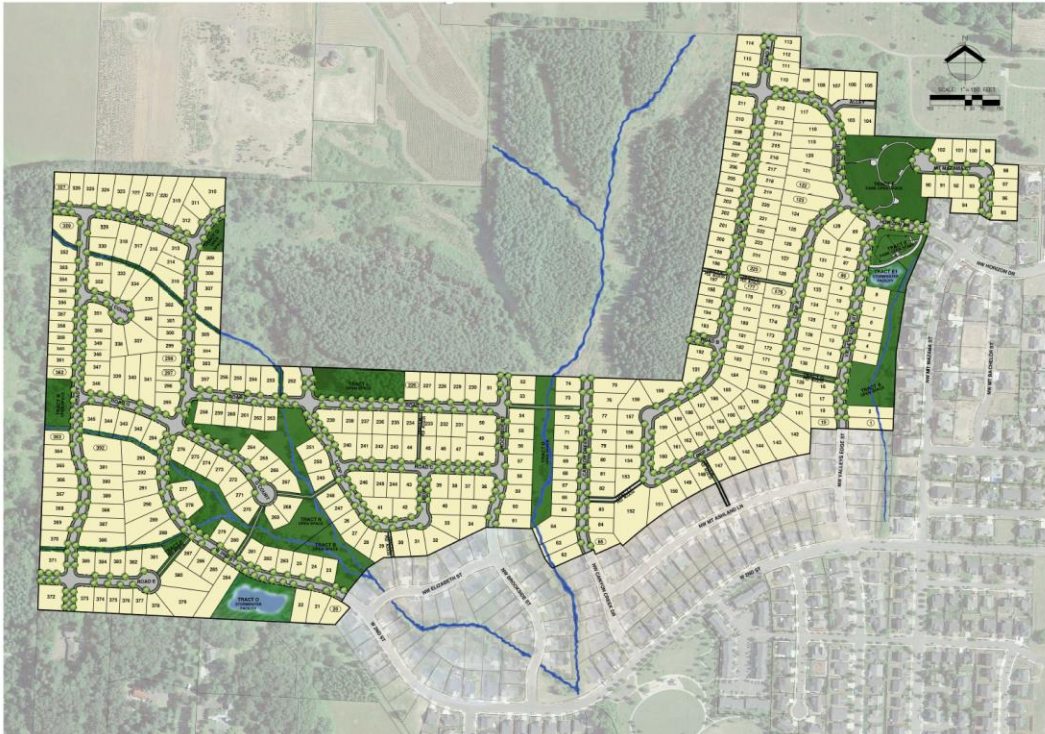
**Figure 1. Vicinity Map**



**Figure 2. Zoning Map**



**Figure 3. Proposed Master Plan/Tentative Plan – Illustrative Map**



**Background:**

***History***

The request is for a Planned Development Amendment and an amendment to the corresponding Subdivision Tentative Plan for the remaining unplatted 106-acre tract of the original 164-acre site. A more detailed background regarding the previous land use approvals and development of the property is provided as **Attachment 1**, which includes the previously approved maps.

- City Council adopts West Hills PD Overlay (Ordinance 4132, amended by Ordinance 4225) establishing policies for development of properties within the West Hills area identified in the Ordinance, which encompasses properties including the subject property.
- The original application for the original 164-acre property was for a Planned Development (ZC 19-06/Ordinance 4868) and Subdivision Tentative Plan S 13-06), which was appealed to City Council (AP 2-07). The City Council upheld the decision, but with revisions. They approved the application, but with a revised master plan and tentative plan, which was also subject to additional revisions/conditions that were not reflected on the revised plan. The proposal included 512 lots, a park site, storm drain facility, and a site for apartments. 50 lots were townhouse lots (predominantly in the Northridge Phase).
- Valley's Edge 2 and Valley's Edge 3 were subsequently developed, and these phases included West Hills Park, the storm drainage facility, and Valley Pointe Apartments.
- The applicant applied for a Planned Development amendment for the remaining phases (approximately 132 acres), which was approved (ZC 6-17), including an amended plan and amended conditions for the PD and Tentative Plan (Ordinance 5024). The application reconfigured the street layout, added 40 lots, for a total of 552 lots, and reduced the number of townhouse lots to 43 (in the Northridge Phase).
- Hillcrest 6, Valley's Edge 4, Brookshire 1, and Valley's Edge 5 were subsequently platted. With these phases, approximately 58 acres of the original PD area were platted, leaving a tract of approximately 106 acres.

- The current applications PDA 1-24 and S 3-24 were submitted for the remaining tract of approximately 106 acres.

The application materials include the Planned Development Amendment application PDA 1-24 submitted on July 3, 2024, supplemental application materials submitted on August 16, 2024, the Subdivision Tentative Plan amendment application S 3-24, and supplemental application materials submitted on October 23, 2024.

### ***Current Applications and Applicable Criteria***

As noted, the property is within the West Hills Planned Development Overlay Ordinance 4132. The property is also subject to the approved planned development (ZC 6-17/Ordinance 5024) and subdivision tentative plan (S 13-06 as amended by Ordinance 5024).

As discussed in the application materials, the original planned development approval applied to a property of 164 acres. It rezoned the property from R-1 to R-2 PD with conditions and approved a Planned Development master plan and tentative subdivision plan for 13 phases, which included a 4-acre multi-dwelling site, land for West Hills Park (5.1 acres) and a stormwater detention facility (2.1 acres), 50 lots for attached housing (revised to 43), and the balance of the site for 444 single-detached dwelling lots, for a total of 487 single dwellings and 4 acres of multi-dwelling housing.

As of the time of the current application, seven (revised) phases have been platted and developed, with 158 lots, including the multi-dwelling development (68 units constructed) and the park and stormwater facility, totaling approximately 58 acres. The current applications address amendments for the remaining unplatted area of approximately 106 acres.

The current applications are PDA 1-24 and S 3-24. The request includes proposed amendments to the approved Planned Development Master Plan and Subdivision Tentative Plan for the remaining 106 acres and requests additional flexibility to the provisions of the underlying R-2 zone and subdivision standards that weren't part of the approval of ZC 6-17/Ordinance 5024, as well as requested amendments to the current conditions of approval, and elements of the prior proposal.

The application materials state that the proposed amendments are necessary following the discovery of geotechnical conditions and on-site natural resource features that were previously unknown. The application materials provide more detailed information regarding the requested changes and rationale. Supplemental materials provide additional information regarding the nature of these conditions, as well as supplemental findings and further requests for amended conditions.

The supplemental application materials submitted on October 23, 2024 include updated information and aspects of the request. See discussion below.

The applicable criteria and standards are summarized below:

- The applicable criteria for the Planned Development Amendment PDA 1-24 are specified in Section 17.74.070 of the Zoning Ordinance and applicable development standards. The approval is also subject to the provisions of the West Hills Planned Development Overlay Ordinance (Ordinance 4132), Planned Development Overlay Ordinance 5024, and the applicable Goals and Policies of the Comprehensive Plan.
- The applicable criteria for the amendment to the Subdivision Tentative Plan S 3-24 are provided in Section 17.53.073 of the Zoning Ordinance, the applicable requirements of Chapter 17.53, the provisions of the West Hills Planned Development Overlay Ordinance (Ordinance 4132), consistency with the provisions of Planned Development Overlay Ordinance 5024 and its



approved master plan, as may be amended through PDA 1-24, the conditions of approval of Tentative Subdivision Plan approval S 13-06 as amended by Ordinance 5024 as may be amended, and applicable Goals and Policies of the Comprehensive Plan.

Please note that if the current applications are not approved, the currently approved plan remains in effect.

**Discussion:**

The original application submittal summarized the proposed changes in the Executive Summary and in Table 1, excerpted below.

<b>Table 1: Summary of PD Amendments</b>			
<b>Standard</b>	<b>Ordinance 5024</b>	<b>Planned</b>	<b>Justification</b>
Street Network Alignment	See Exhibit A, Sheet P-03	See Exhibit A, Sheet P-03	Geotechnical conditions (undocumented/uncontrolled fills and pockets of shallow basalt) Natural resources including streams and wetlands
Open Space and Pedestrian Tracts	±1.0 acres of open space/pedestrian tracts	±13.0 acres of open space/pedestrian tracts (±1200 percent increase)	Geotechnical conditions (undocumented/uncontrolled fills and pockets of shallow basalt) Natural resources including streams and wetlands City of McMinnville Great Neighborhood Principles
Stormwater Management	0.0 acres of stormwater facilities on the subject site	±1.6 acres of stormwater facilities on the subject site (see Exhibit A, Tract E1 and O)	Stormwater studies/modeling conducted post Ordinance 5024
Lot Count	394 residential lots within remaining phases (552 lots in total Hillcrest PD site)	±392 residential lots within remaining phases (550 lots in total Hillcrest PD site) (less than a 1 percent decrease)	Geotechnical conditions (undocumented/uncontrolled fills and pockets of shallow basalt) Natural resources including streams and wetlands Additional open space/parks
Lot Size	Average lot area = ±9,550 square feet	Average lot area = ±7,960 square feet	Natural resources including streams and wetlands Additional open space/parks
Setbacks/Yards	R-4 setbacks in Northridge Phase; Reduced setbacks in other Hillcrest PD lots permitted as necessary for tree protection	Front: 20-foot Interior side: 5-foot Street side: 15-foot Rear: 20-foot; rear yard decks may encroach 10-foot into rear yard setback	Reduced side yard setbacks allow similar lot yield as Ordinance 5024 accounting for more than 14.0 acres of additional open space and protected natural resource areas HNA density target for R-2 zoning district is 4.46 dwellings/acre

However, the application materials also discussed some additional amendments and requests that were listed in the summary table, and which were also addressed in supplemental application materials. Those are listed in more detail in Section I of the attached decision document.

### ***Site Conditions, Proposal, and Foundational Policies***

The original application submittal didn't depict the site conditions which the amended plan sought to address. The applicant provided supplemental information depicting these conditions.

The first map below shows the anticipated hard rock excavation areas (magenta) and the approximate undocumented fill area (green). It also depicts the approximate areas proposed to remain undisturbed (blue), approximately 4.1 acres of the 106-acre site. The undisturbed areas generally correspond to the jurisdictional wetlands/waters shown on the second map below which are proposed to be within the open space tract, as reflected on the third map. Upper westerly reaches of those drainages above the wetlands/waters are not shown on the maps as jurisdictional. Those portions are proposed to remain as open conveyances, proposed to be within easements on the lots, and the grading plans appear to show those as being regraded as part of the mass grading of the site.

Please note that the majority of the tracts depicted in green are not intended for public access and do not include trails. Staff requested the following clarification:

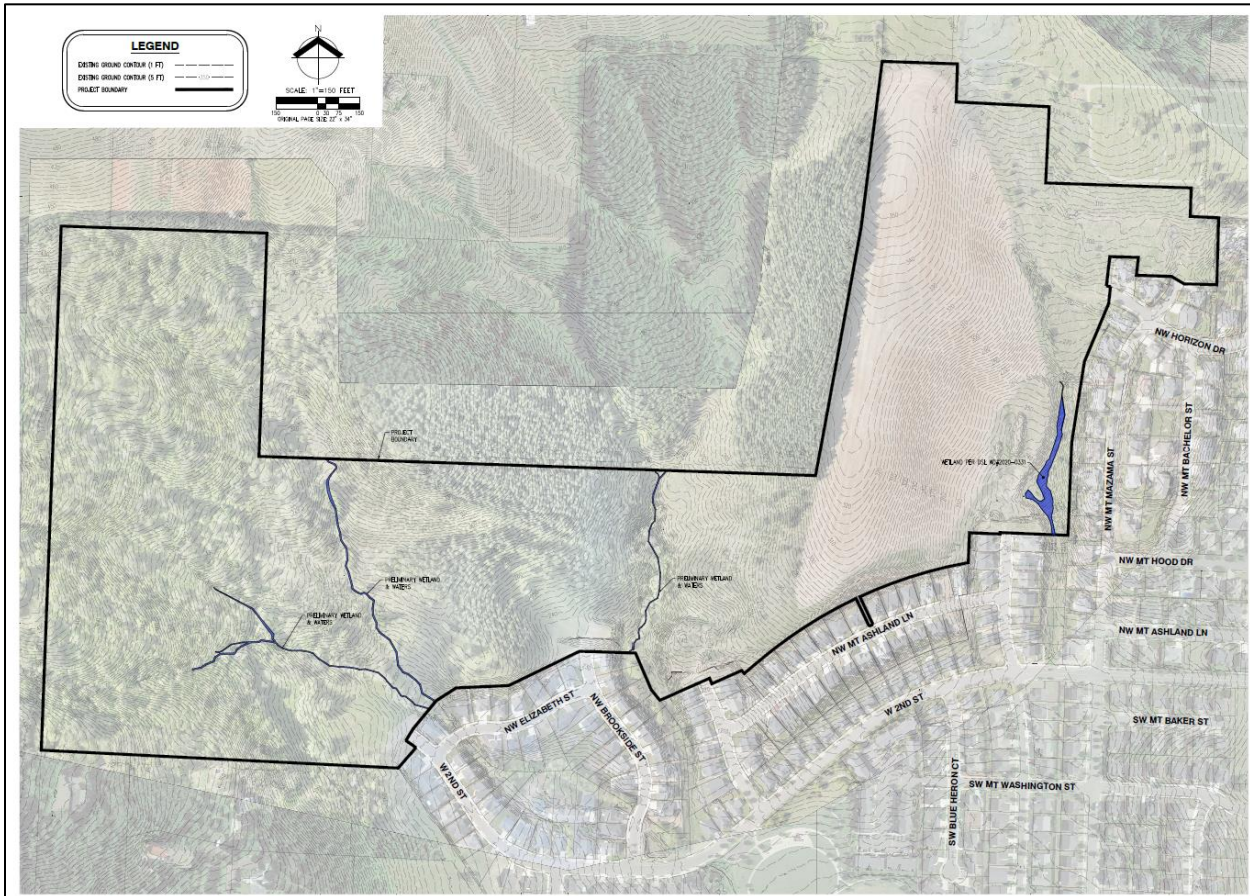
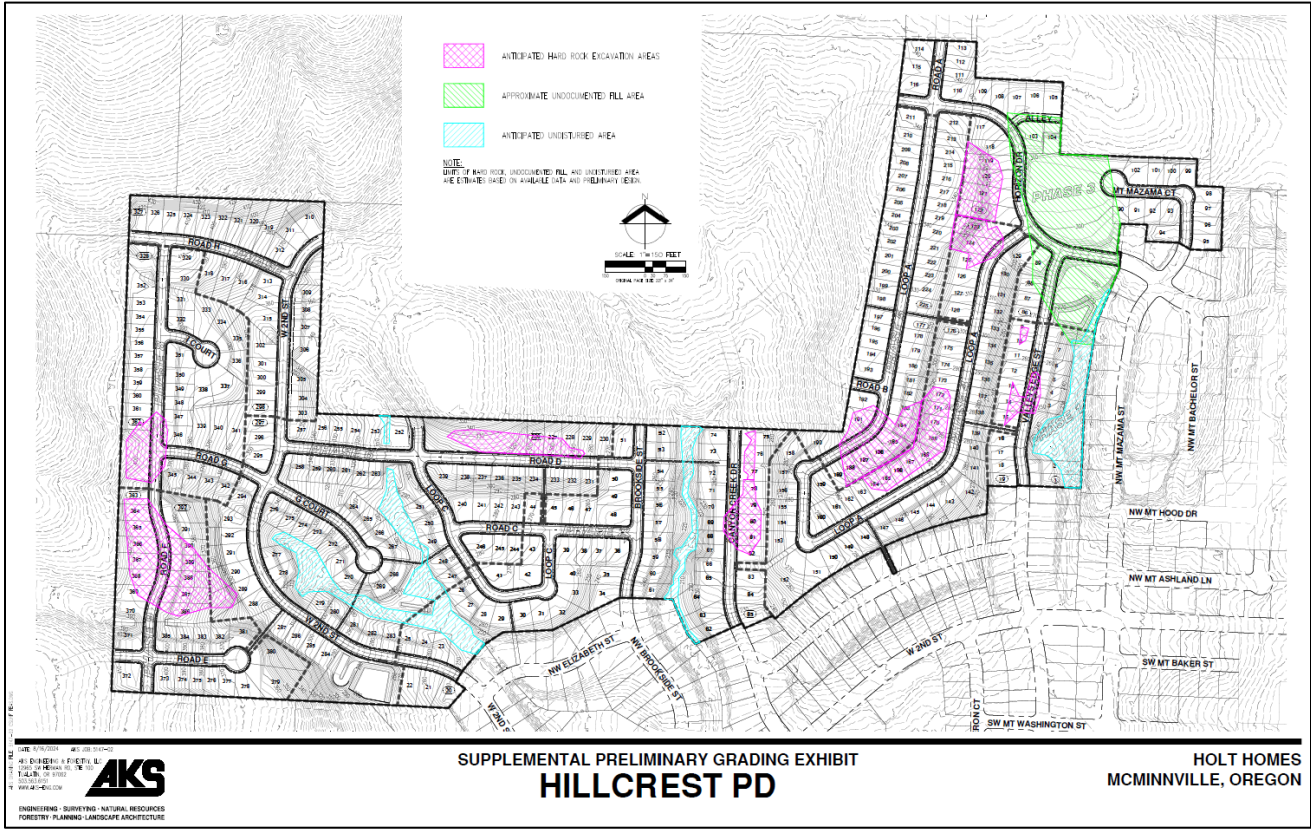
Please clarify whether any trails are proposed along the streams in the open space tracts or limited to the pedestrian way crossings shown on the plans. Please clarify whether those tracts will be limited to storm drainage easements, or whether they would also provide easements for pedestrian or public access.

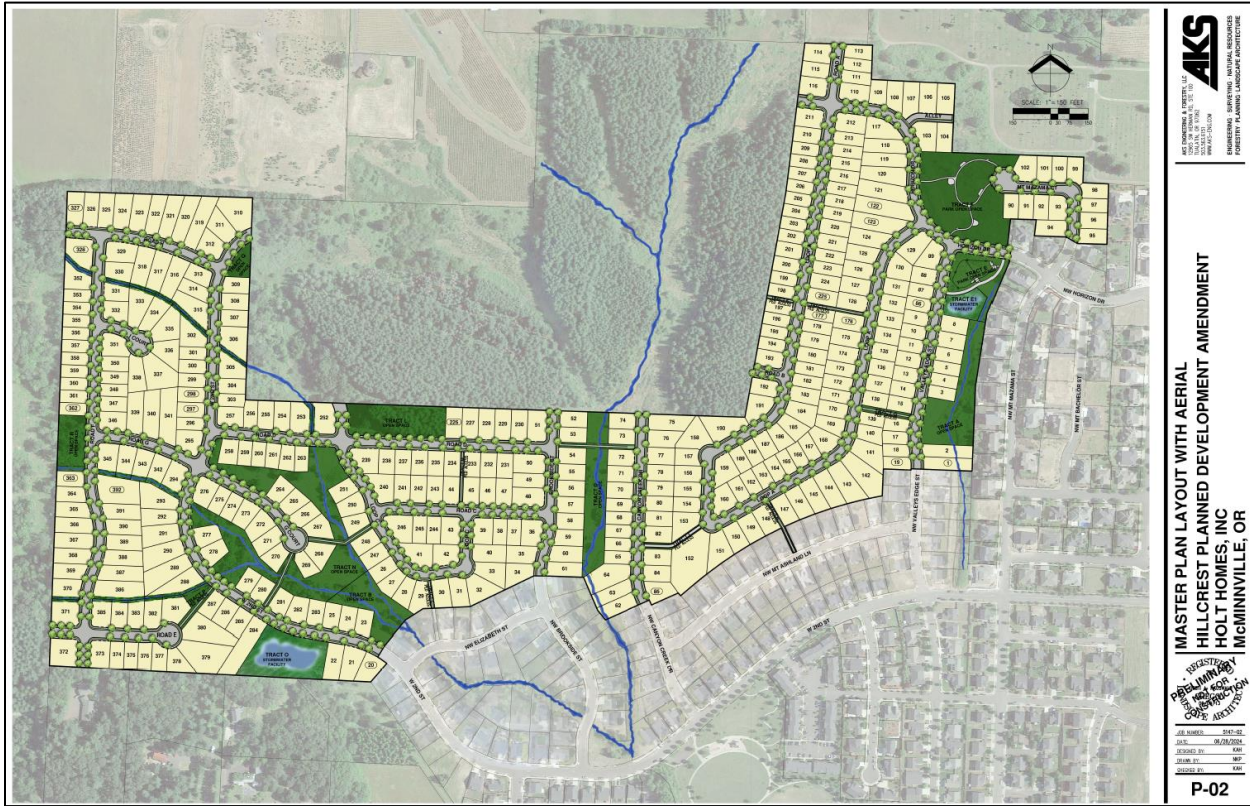
The applicant provided the following clarification:

All planned pathways/trails are indicated on the Preliminary Circulation Plan provided in Exhibit A of the original application submittal and in Attachment B of this letter. No additional trails are planned along the streams in the open space tracts. All pedestrian paths will either be within the specified tracts or the pedestrian access easements as shown on the revised Preliminary Subdivision Plat in Attachment B.

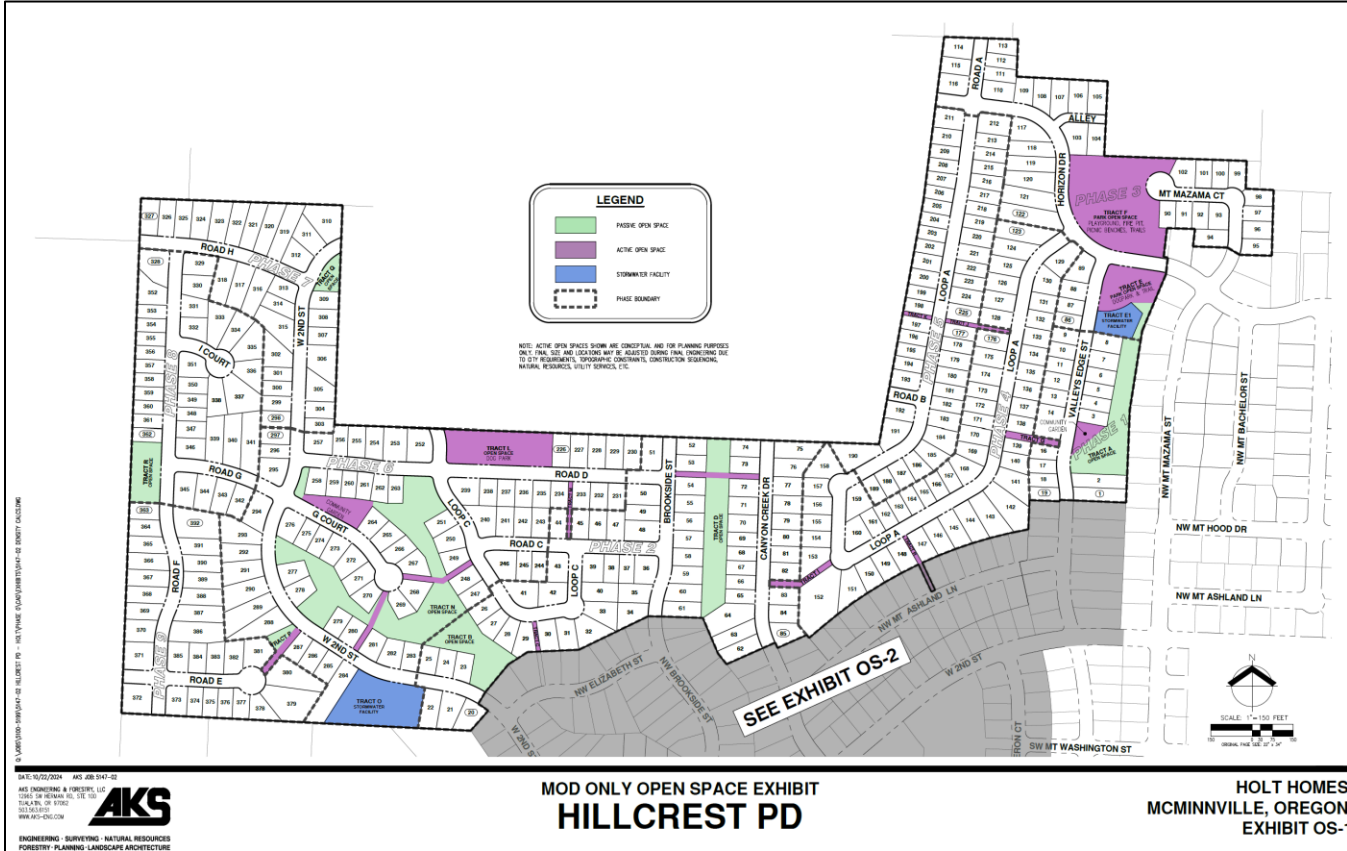
Based on this response, it appears there would be no access to tracts other than those specifically identified for pedestrian easements and the private park tracts E (0.8 acres) and F (2.5 acres). Access is not proposed to any other open space tracts (A, B, D, L, N, P, Q, or R), except for those portions where pedestrian connectors are shown across tracts D, N, and P.

Staff has included a condition regarding pedestrian access at external open space tracts to allow future connections to abutting properties if developed.





With the October 23, 2024 submittal the applicant also provided Open Space Exhibit OS-1 that illustrates this differentiation:



**Attachments:**

1. Summary of Land Use Applications/Approvals and Phasing History
2. Ordinance 4132: West Hills Planned Development Overlay
3. (See applicant's submittal for copy of Ordinance 5024)
4. Decision Document with Application and Attachments

**Recommendation:**

***Planning Commission Options:***

1. **APPROVE PDA 1-24 and/or S 3-24** with conditions, per the decision document provided, which includes the findings of fact and conclusionary findings.
2. **CONTINUE** the public hearing to a specific date and time.
3. Close the public hearing, but **KEEP THE RECORD OPEN** for the receipt of additional written testimony until a specific date and time.
4. **DENY PDA 1-24 and/or S 3-24**, providing findings of fact for the denial, identifying specific criteria that have not been satisfied.

***Staff Recommendation:***

**PDA 1-24**

Staff has reviewed the proposal for consistency with the applicable criteria. Staff finds that, based on the findings in the attached Decision Document, the application submitted by the applicant, and the record, the applicable criteria are satisfied, subject to conditions of approval.

Staff **RECOMMENDS APPROVAL WITH CONDITIONS** of the application based on the findings and conditions in the attached Decision Document.

**S 3-24**

Staff has reviewed the proposal for consistency with the applicable criteria. Staff finds that, based on the findings in the attached Decision Document, the application submitted by the applicant, and the record, the applicable criteria are satisfied, subject to conditions of approval.

Staff **RECOMMENDS APPROVAL WITH CONDITIONS** of the application based on the findings and conditions in the attached Decision Document.

***Suggested Motion:***

**PDA 1-24**

**BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS, THE MATERIALS SUBMITTED BY THE APPLICANT, AND EVIDENCE IN THE RECORD, I MOVE THAT THE PLANNING COMMISSION APPROVE THE DECISION DOCUMENT AND APPROVE PLANNED DEVELOPMENT AMENDMENT PDA 1-24 SUBJECT TO THE CONDITIONS IN THE DECISION DOCUMENT.**

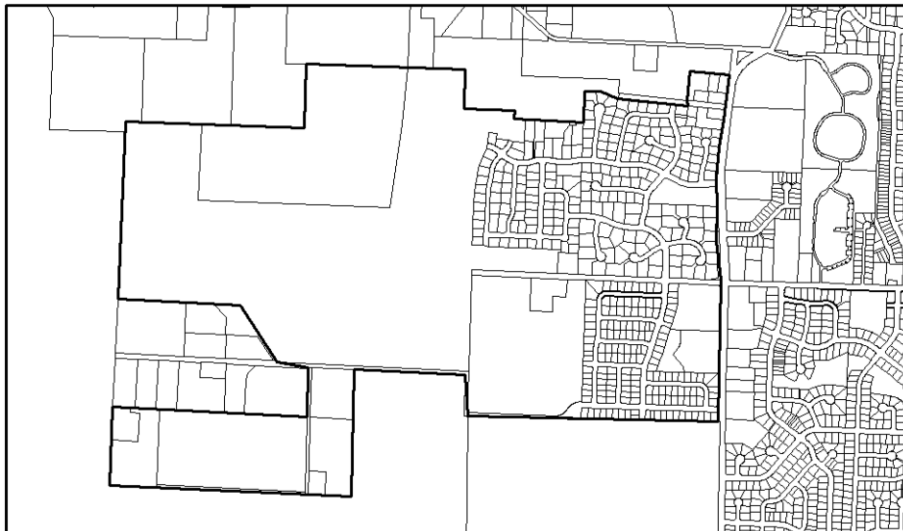
**S 3-24**

**BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS, THE MATERIALS SUBMITTED BY THE APPLICANT, AND EVIDENCE IN THE RECORD, I MOVE THAT THE PLANNING COMMISSION APPROVE THE DECISION DOCUMENT AND APPROVE THE AMENDED SUBDIVISION TENTATIVE PLAN, S 3-24 SUBJECT TO THE CONDITIONS IN THE DECISION DOCUMENT.**

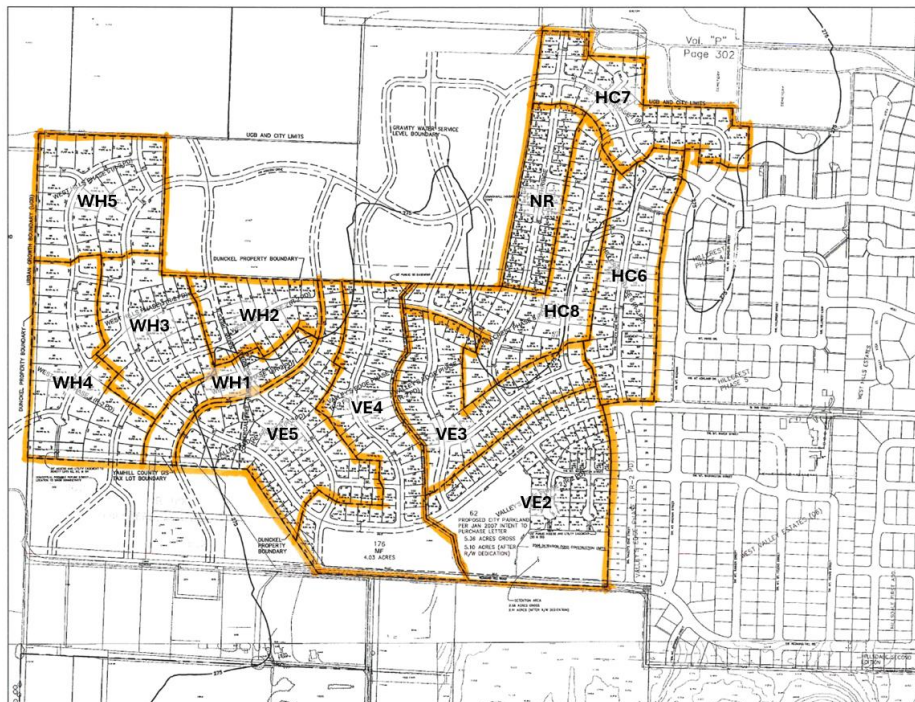
PDA 1-24/S 3-24

Summary of Land Use Applications/Approvals and Phasing History

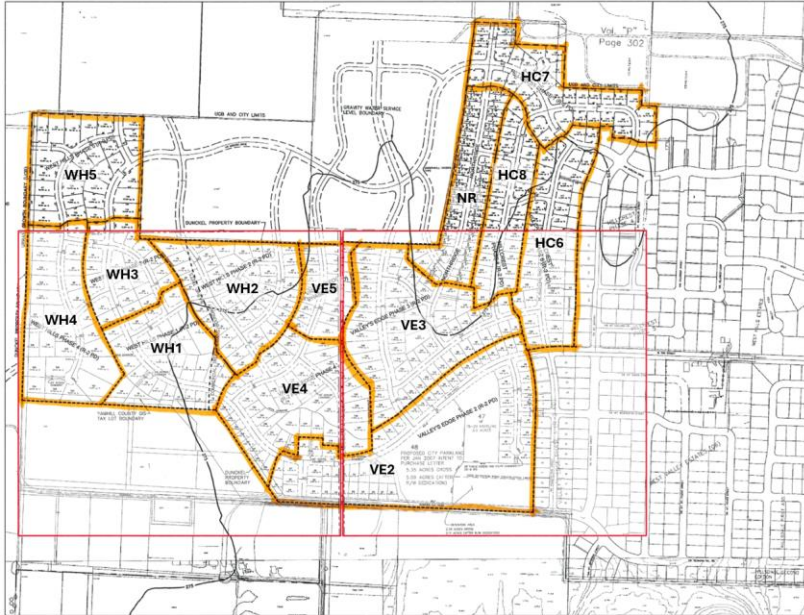
1. This property was included as part of an annexation in 1965 (Ordinance 3237) and was zoned R-1.
2. **Ordinance 4132/4225. West Hills Planned Development Overlay.** The City adopted the West Hills Planned Development Overlay (Ordinances 4132/4225 adopted 1981, amended 1982), to guide development of properties in the West Hills area. The overlay included the subject property and other properties.



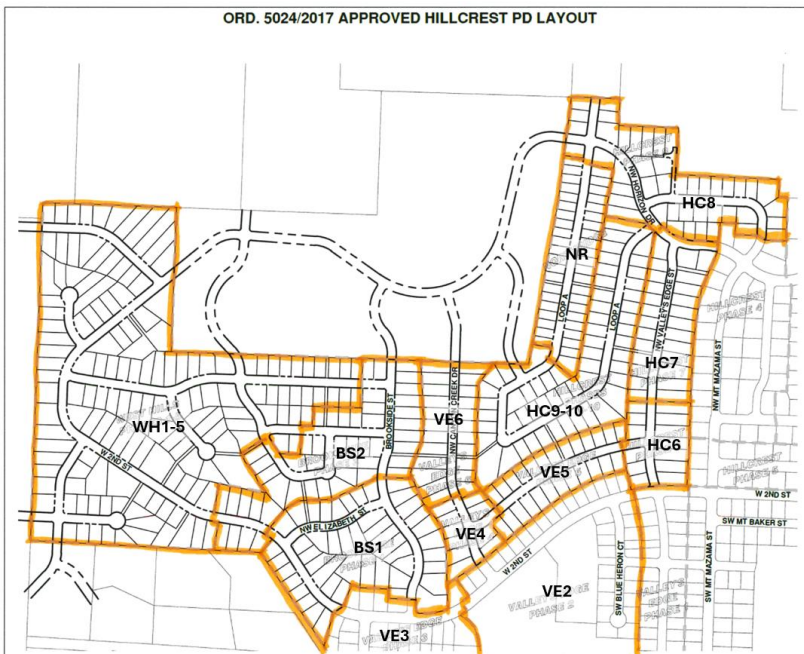
3. **ZC 19-06/S 13-06.** The original approval decision was appealed, and the map below didn't go into effect. The application was approved with an amended map and conditions through AP 2-07. See AP 2-07 below.



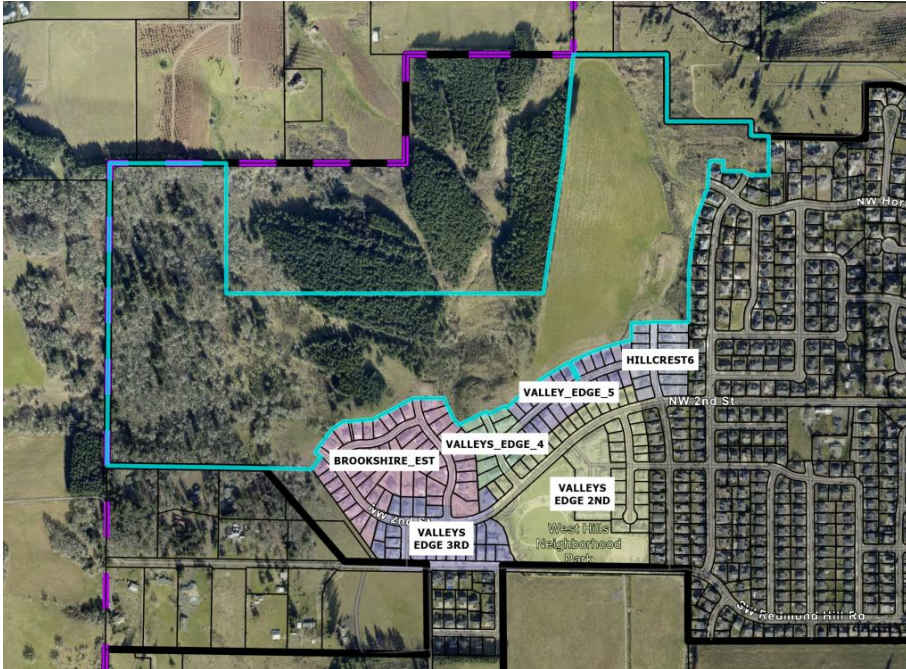
4. **AP 2-07.** The property was rezoned from R-1 to R-2 PD. Below is the map approved with the revisions/conditions in AP 2-07, retaining the ZC 19-06 and S 13-06 numbers for the decisions. (Ordinance 4868 for ZC 19-06 and separate Decision Letter for S 13-06). The conditions approved on appeal approved the map below subject to additional changes not shown below. Conditions 23 and 25 were addressed in Valley's Edge Phase 2. Condition 24 required a connection to the south subject to documentation about the feasibility of the street extension to the south. ZC 6-17 was later submitted showing a street connection to the south. The same connection location to the south is shown in PDA 1-24/S 3-24 in Phase 9.



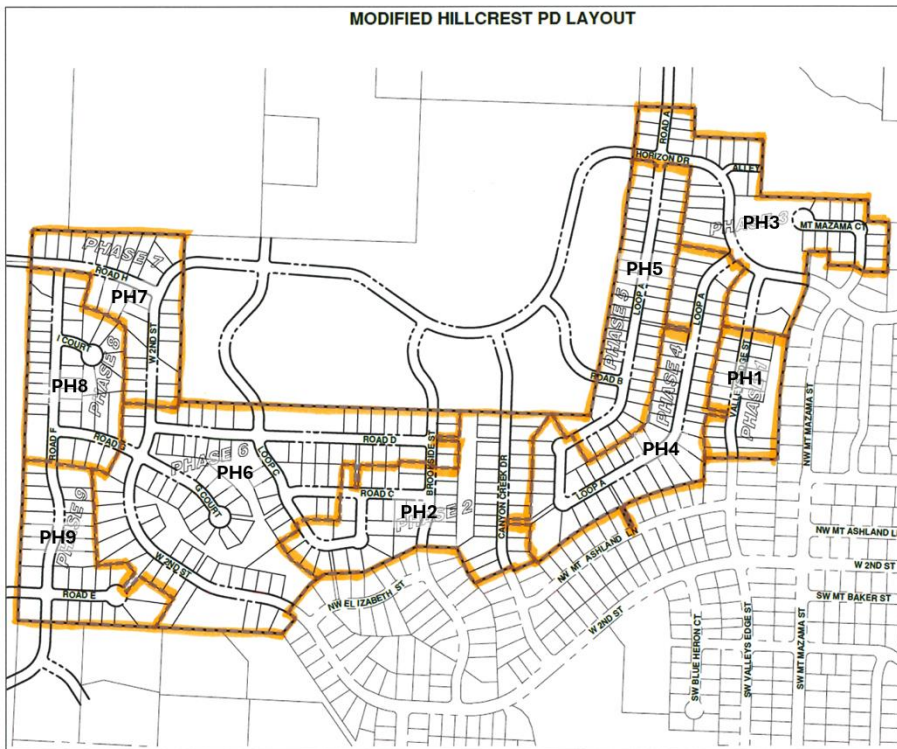
5. The approximate area shown as Valley's Edge 2 on that map was subsequently platted as Valley's Edge 2 (recorded 4/18/2008) and Valley's Edge 3 (recorded 7/22/2014). **See #8 below.** (Remaining phasing and phase numbers were subsequently modified per ZC 6-17 (see below) before additional phases were platted).
6. **ZC 6-17.** A modified map, phasing, and conditions were approved in ZC 6-17. (Ordinance 5024, which also included modifications to the conditions of S 13-06).



7. The following phases per the ZC 6-17 map were subsequently platted: Hillcrest 6 (recorded 11/15 2017), Valley's Edge 4 (recorded 1/10/2018), Brookshire 1 (recorded 2/4/2020), and Valley's Edge 5 (recorded 4/5/2021).
8. The map below reflects the remaining ~106 acres after the platting completed to date (~58 acres) of the original ~164-acre site.



9. **PDA 1-24/S 3-24.** Current Proposal and Phasing of Remaining Unplatted ~106 acres





ORDINANCE NO. 4132

WEST HILLS

An Ordinance enacting a development schedule and placing certain conditions on development in an area hereinafter described, and commonly known as the West Hills; now, therefore,

THE CITY OF McMinnville ORDAINS AS FOLLOWS:

Section 1. Statement of Purpose. The City of McMinnville finds that it is necessary to reserve specified areas in western McMinnville within the West Hills, for future development in residential uses. In the process of establishing an Urban Growth Boundary for the City, it has been determined that other areas outside the city limits should be developed prior to this area to insure an orderly and timely conversion of urbanizable and future urbanizable lands to urban lands. The City shall therefore phase development of this area in relation to other residentially designated lands within the Urban Growth Boundary.

The City of McMinnville also recognizes the West Hills area as having scenic values unique to our area, and topographical features which are not conducive to the standard development practices normally employed in residential designs in the City. Recognizing these concerns, the City shall allow and encourage a planned residential design which preserves and takes advantage of the unique natural features of the area, that allows concentrated building in suitable areas to maintain the overall density designated for the area, and that provides for a cost efficient provision of streets, utilities and other public and private services.

The City has found through the comprehensive planning process that the best way to insure that the above concerns are addressed in the development of this property is to place a planned development overlay over said property.

Section 2. Planned Development Overlay. The planned development overlay which is created and implemented by this ordinance shall be placed over portions of the area commonly referred to as the West Hills of McMinnville, located to the northwest and southwest of the intersection of West Second Street with Hill Road. The affected area is further described by map in Exhibit "A". Both areas within and without the city limits shall carry this designation.

The policies and procedures set by this ordinance shall be applied to the following land use decisions concerning this property: (1) Extension of public streets and utilities, to include water, sanitary sewer and storm sewer; (2) Land division activities; (3) Comprehensive plan and zone map changes; (4) Annexation. Development of single-family residential structures on existing legal lots shall be exempted from these ordinance requirements. The overlay shall not impinge the legal jurisdiction of Yamhill County for areas outside the city limits.

Section 3. Notation on Zoning and Comprehensive Plan Maps. The perimeters of the areas affected by this ordinance shall be noted on the official McMinnville Comprehensive Plan Map of 1980 and the official McMinnville Zoning Map of 1980.

Section 4. Policies. The following policies shall apply to the subject property:

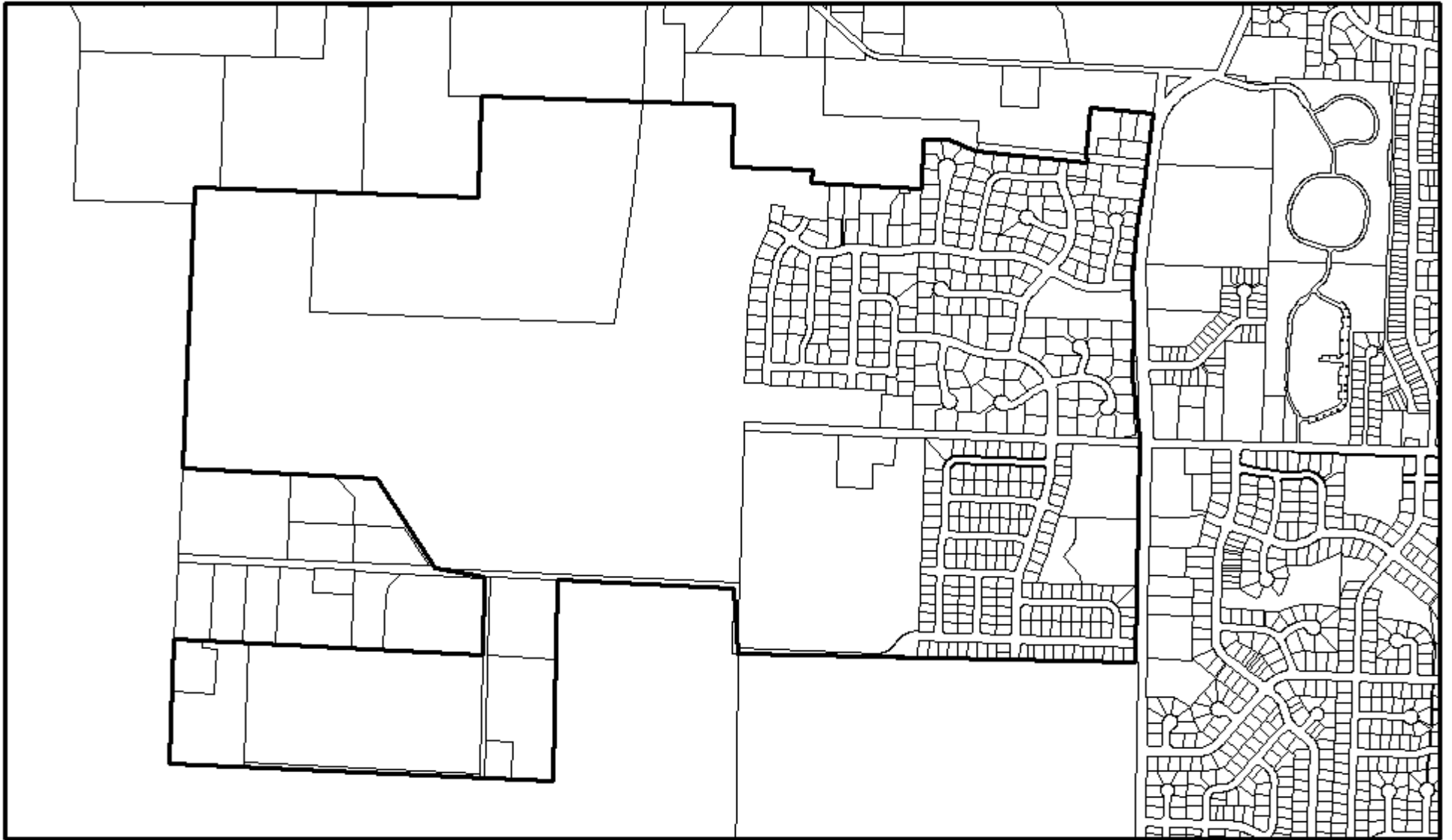
- (a) The goals and policies of the McMinnville Comprehensive Plan, Volume II, and applicable regulations and standards in Volume III, and other City codes shall be adhered to.
- (b) The designated residential area west of Hill Road (beyond the limits of the first water service level and the service boundary of the trunk sewer line that is extended to the corner of Hill Road and West Second Street) shall not be allowed to develop at an urban density until all other designated residential areas within the Urban Growth Boundary area are substantially developed. "Substantially developed" shall mean that seventy-five (75) percent of the future residentially designated land area outside the city limits, but within the Urban Growth Boundary (excluding the designated West Hills area and the Three Mile Lane residential area) at the time of LCDC acknowledgment of the Urban Growth Boundary, is developed or has development approval of the City. Development of single-family residential structures on legal lots created before this ordinance shall be allowed subject to applicable city building requirements.
- (b) The density of any proposed development shall be set by the zoning classification.
- (c) The wooded portions of the site shall be incorporated into the development of the property so that they will be left substantially intact and with consideration given to the preservation of wildlife habitat. (Amended by Ordinance No. 4225, November 23, 1982)
- (d) Scenic values of the property, as viewed from the City towards the site, shall be emphasized and enhanced in residential development designs. This should be accomplished by encouragement of a design which clusters housing in suitable areas while reserving large open areas. This policy shall not preclude incorporation of single-family structures in development designs.

Section 5. Procedures for Review.

- (a) The Planning Commission shall review proposals on the subject property to determine the acceptability of the plans. Neglect or failure of the applicants to take reasonable account of policies (a) through (e) in Section 4 shall constitute the Commission's sole basis for disapproving a proposal provided all applicable City codes are adhered to.

- (b) Annexation to the City of lands within the area covered by this ordinance shall not be allowed until policy (b) of Section 4 of this ordinance has been met.
- (c) Zone changes and land divisions submitted for approval shall be processed under the requirements and standards of Chapter 17.51 of Ordinance No. 3380 (Zoning Ordinance).
- (d) Land division requests shall also be processed under the requirements of Ordinance No. 3702 (Land Division Ordinance).
- (e) Amendments to this ordinance shall be processed under procedures set out in Chapter 17.51 of Ordinance No. 3380 (Zoning Ordinance).

This ordinance passed by the City Council on April 7, 1981, and amended on November 23, 1982 (Ordinance 4225).



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**EXHIBIT A  
West Hills  
Planned Development**

Ordinance No. 4132

**CITY OF McMINNVILLE**



CITY OF MCMINNVILLE  
Community Development Department  
231 NE FIFTH STREET  
MCMINNVILLE, OR 97128

503-434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A PLANNED DEVELOPMENT AMENDMENT, AND AMENDMENT TO A SUBDIVISION TENTATIVE PLAN FOR A SITE OF APPROXIMATELY 106 ACRES, INCLUDING THE GENERAL AREA BETWEEN THE WESTERLY ENDS OF SW 2<sup>ND</sup> STREET AND NW HORIZON DRIVE AND EXTENDING TO THE NORTHWEST, TAX LOT R4524 00801**

**DOCKET:** PDA 1-24 (Planned Development Amendment)  
S 3-24 (Amendment to Corresponding Subdivision Tentative Plan)

**REQUEST:** Concurrent review of applications for a Planned Development Amendment (PDA 1-24) and amendment of the corresponding Subdivision Tentative Plan (S 3-24)

**PDA 1-24.** The applicant is requesting approval of a Planned Development Amendment to the current Planned Development approval applicable to the property for the remaining undeveloped phases, approximately 106 remaining acres. (See maps below). Principal elements of the proposed amendment include requests to: reconfigure parts of the street layout, change the number of remaining residential lots from 394 to 392, provide tracts for open space and recreation and pedestrian connections (approximately 13 acres) and stormwater management (approximately 1.6 acres), modify phasing boundaries, and request modifications to certain development standards, including reduced setbacks, lot size averaging with average lot size of 7,960 sf and minimum lot size of 5,000 sf, and flexibility to street/alley standards for address frontage for three lots, and request to remove all trees as necessary to accommodate the proposed development plan.

In addition, while not included in the list of requested changes in the application, the narrative also indicates all of the proposed lots in the remaining unplatted phases would be lots for detached homes, whereas the current approval includes lots for attached housing (originally 50, revised to 43 in the 2017 amendment).

**S 3-24.** The applicant is also requesting approval of an amendment to the corresponding Subdivision Tentative Plan for the property, to be consistent with the requested Planned Development Amendment.

**LOCATION:** No Site Address (Undeveloped) – (see attached map)

The site is approximately 106 acres, including the general area between the westerly ends of SW 2<sup>nd</sup> Street and NW Horizon Drive and extending to the northwest.

Map & Tax Lot: R4524 00801

**ZONING:** R-2 PD (Low Density 7000sf Lot Size Residential, with a Planned Development Overlay)

**APPLICANT:** Holt Homes, Inc. c/o Applicant’s Consultant:  
Zach Pelz, AKS Engineering & Forestry, LLC

**STAFF:** Tom Schauer, Senior Planner

**DATE DEEMED COMPLETE:** August 16, 2024 and September 13, 2024

**DECISION MAKING BODY & ACTION:**

The Planning Commission shall make a recommendation to the City Council to approve or deny the application, or that the proposal be adopted or rejected, or that the application or proposal be approved in a different form.

- If the decision of the Planning Commission recommends that an application be granted or that the proposal be adopted, or that the application be approved in a different form, the recommendation is provided to the City Council , and the City Council makes a decision.
- If the decision of the Planning Commission recommends that the application be denied, or the proposal rejected, no further proceedings shall be held by either the Planning Commission or City Council, unless an appeal of the Commission's decision is filed.

**HEARING DATE & LOCATION:**

October 3, 2024, continued to November 7, 2024

This will be a hybrid meeting with the opportunity to join an in-person meeting at Civic Hall or virtually on a zoom meeting.

**Meeting Location:**

McMinnville Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, OR 97128

**Zoom Online Meeting:**

<https://mcminnvilleoregon.zoom.us/j/89368634307?pwd=M0REY3RVSzFHeFd mK2pZUmJNdkdSZz09>

Meeting ID: 893 6863 4307

Passcode: 989853

Join Zoom Meeting by Phone: +1 253 215 8782

**PROCEDURE:**

For consolidated application review per Section 17.72.070 of the Zoning Ordinance, the applications are processed in accordance with the procedures in Section 17.72.120 of the Zoning Ordinance. The applications are reviewed by the Planning Commission in accordance with the quasi-judicial public hearing procedures specified in Section 17.72.130 of the Zoning Ordinance. The Planning Commission makes a recommendation to City Council. A decision/recommendation of denial is final unless appealed to City Council. A recommendation of approval is considered by the City Council, and the City Council shall take one of the actions specified in Section 17.72.130.

**CRITERIA:**

The applicable criteria for the Planned Development Amendment PDA 1-24 are specified in Section 17.74.070 of the Zoning Ordinance and applicable development standards. The approval is also subject to the provisions of the West Hills Planned Development Overlay Ordinance (Ordinance 4132), Planned

Development Overlay Ordinance 5024, and the applicable Goals and Policies of the Comprehensive Plan.

The applicable criteria for the amendment to the Subdivision Tentative Plan S 3-24 are provided in Section 17.53.073 of the Zoning Ordinance, the applicable requirements of Chapter 17.53, the provisions of the West Hills Planned Development Overlay Ordinance (Ordinance 4132), consistency with the provisions of Planned Development Overlay Ordinance 5024 and its approved master plan, as may be amended through PDA 1-24, the conditions of approval of Tentative Subdivision Plan approval S 13-06 as amended by Ordinance 5024 as may be amended, and applicable Goals and Policies of the Comprehensive Plan.

**APPEAL:**

A Planning Commission recommendation/decision of denial is appealable to the City Council as specified in Section 17.72.180. A decision of the City Council is appealable to LUBA as specified in Section 17.72.190. The City's final decision is subject to a 120-day processing timeline, including resolution of any local appeal, per MMC 17.72.050 and ORS 227.

**COMMENTS:**

This matter was referred to the following public agencies for comment: McMinnville Fire District, Police Department, Engineering Department, Building Department, Parks Department, Public Works Department, Waste Water Services, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Planning Department; Frontier Communications; Comcast; Recology; Oregon Department of State Lands; Oregon Department of Transportation; and Northwest Natural Gas. Their comments are provided in Section IV this document.

**DECISION**

Based on the findings and conclusionary findings, the Planning Commission finds the applicable criteria are satisfied and **RECOMMENDS APPROVAL** of the Planned Development Amendment (PDA 1-24) **subject to the conditions in Section II** and **RECOMMENDS APPROVAL** of the amendment to the Subdivision Tentative Plan (S 3-24) **subject to the conditions in Section II**.

- **PDA 1-24: RECOMMENDATION OF APPROVAL WITH CONDITIONS**
- **S 3-24: RECOMMENDATION OF APPROVAL WITH CONDITIONS**

Planning Commission: \_\_\_\_\_  
Sidonie Winfield, Chair of the McMinnville Planning Commission

Date: \_\_\_\_\_

Planning Department: \_\_\_\_\_  
Heather Richards, Planning Director

Date: \_\_\_\_\_

**I. APPLICATION SUMMARY:*****Subject Property & Request***

In 2007 The City Council previously approved a Planned Development and Subdivision Tentative Plan for property encompassing approximately 164 acres. Previous phases of the Planned Development and Subdivision have developed, and an amendment was approved in 2017. Approximately 106 acres remain unplatted and undeveloped. The applicant is requesting an amendment to the Planned Development and corresponding Subdivision Tentative Plan for the remaining 106 acres. **See Figure 1 for Vicinity Map & Aerial Photo and Figure 2 for Zoning Map.**

This is concurrent review of applications for a Planned Development Amendment (PDA 1-24) and amendment of the corresponding Subdivision Tentative Plan (S 3-24)

**PDA 1-24.** The applicant is requesting approval of a Planned Development Amendment to the current Planned Development approval applicable to the property for the remaining undeveloped phases, approximately 106 remaining acres. (See maps below). Principal elements of the proposed amendment include requests to: reconfigure parts of the street layout, change the number of remaining residential lots from 394 to 392, provide tracts for open space and recreation and pedestrian connections (approximately 13 acres) and stormwater management (approximately 1.6 acres), modify phasing boundaries, and request modifications to certain development standards, including reduced setbacks, lot size averaging with average lot size of 7,960 sf and minimum lot size of 5,000 sf, and flexibility to street/alley standards for address frontage for three lots, and request to remove all trees as necessary to accommodate the proposed development plan.

In addition, while not included in the list of requested changes in the application, the narrative also indicates all of the proposed lots in the remaining unplatted phases would be lots for detached homes, whereas the current approval includes lots for attached housing (originally 50, revised to 43 in the 2017 amendment).

**S 3-24.** The applicant is also requesting approval of an amendment to the corresponding Subdivision Tentative Plan for the property, to be consistent with the requested Planned Development Amendment.

The applicant describes the proposed amendments and reasons for the amendments in the application submittal. The applicant discovered site conditions that were previously unknown. As a result, they are seeking to avoid development of portions of the site with these conditions and generally leave those in open space tracts, and they are proposing a modified street layout. They are proposing to keep approximately the same number of lots within the remaining phases. The current master plan doesn't include any new common open space tracts. The proposed amendments would reduce the lot size and setbacks of the lots to allow approximately the same number of lots on the portions of the site that wouldn't be within the common open space tracts.

**Figures 4 and 5** below show the currently approved plan and the proposed amendment. **Figure 3** provides shading to help illustrate and differentiate the buildable lots from the open space tracts .

The initial application included Table 1, "Summary of PD Amendments" which listed proposed amendments. However, there were additional changes discussed in the application that weren't listed in this table, and the applicant also addressed additional issues in supplemental materials

**Listed Table 1 of Original Application:**

- Modify street network alignment and pedestrian connectors
- Add open space tracts



- Add stormwater management tracts
- Change number of buildable lots (394 to 392)
- Change to lot sizes (still maintain lot size averaging consistent with R-2 zone sizes)
- Some lots exceed lot width to depth ratios
- Reduce certain required setbacks/yards
- Propose mass grading, removing provisions from previous approval:

**Drainageway and Natural Resource Protection**

The street pattern and lot configuration included in this modification to the Planned Development (PD) approved in 2007 also incorporates natural resource protection measures that have been adopted since the original approval. While the 2007 approval recognized the need to provide some measure of stream corridor protection, it failed to identify and protect streams located on the western half of the site. The modified PD locates all three stream channels on-site almost entirely within conservation easements located at the rear of residential lots to ensure that new home construction on these lots will not adversely affect the habitat or water quality functions of these resources. Because the site design approved in 2007 failed to identify these drainage corridors, new home construction on the lots approved at that time would have most certainly resulted in the complete elimination or reconfiguration of these drainageways.

As stated above, the revised layout included in the modified PD seeks to strike a balance between natural resource protection, street and intersection grade requirements, and local block length standards. The Applicant believes the proposed layout provides the best possible mix of these competing objectives in the context of the difficult topography on this site and does so within the authority established in the City's Zoning Ordinance. In conclusion, it is our belief that the site's topography justifies an exception to the block length and block perimeter length as provided by MZO Section 17.53.103.B.

(Current request: non-jurisdictional waterways on west side of site discussed above in previous decision will be regraded but kept as open conveyances).

The application before you proposes to address the goal of residential clustering by developing an approximately 60-unit multi-family complex as well as 50 single-family attached residences; 43 of which are proposed to be located within the Northridge subdivision, along the prominent ridge in the northeast portion of the site.

Further, the proposed public street layout has been designed to weave between the majority of the established, mature trees. To further preserve trees, the applicant proposes to:

1. Perform a detailed tree survey prior to submitting engineered construction drawings for public street and utility improvements within the site's naturally wooded area. The tree survey would be completed by a licensed surveyor and the survey would show horizontal location of tree, provide tree species and size of tree (DBH).
2. Limit clearing activities to the footprint of the public right-of-way and adjacent public utility easement.
3. Meander sidewalks where significant or desirable hardwood trees can be avoided.
4. Consider adjusting street alignment to avoid significant or desirable trees.
5. Avoid mass grading within residential lot areas as this leads to clearing large areas of vegetation prior to placing engineering fill embankments.
6. Plant street trees as required by City code.
7. Enact CC&Rs that require each home builder/lot developer to work with the City Planning Department staff to shift house footprint on the lot, within the allowable setbacks, to avoid impact to significant or desirable hardwood trees. Because the lots in the West Hills phases are large, there exists the ability to shift home sites on the lots.
8. Enact CC&Rs that require each home builder/lot developer to replant trees on the lots based upon the number of existing natural trees on the lot and the number of proposed trees to be removed to accommodate home construction. The proposed requirement for inclusion in the CC&Rs is: "Plant one new tree for every tree removed on lots with five or fewer natural trees, or plant one tree for every one and one-half trees removed on lots with six or more natural trees."

In sum, given the steep and varied topography of the site and the tree preservation and replanting efforts addressed by the applicant, staff finds that the proposed design provides a sensitivity to the scenic value of the area that results in a reduced impact on the existing natural habitat and tree cover than would otherwise typically occur. Staff contends that the intent and purpose of ORD 4132 have been met.

(Current request: #2, 3, 4, 5 discussed above from previous decision are not part of current proposal). Other conditions are the same or similar).

#### **Other Items Not Listed in Table 1 or Which Were Addressed in Supplemental Materials:**

- Request to remove "all trees necessary to accomplish the plan"
- Request for flexible street standards for one dead-end street
- Change proposal to remove 43 attached housing/townhouse lots which were part of previous proposal and propose as all detached home lots. The October 23, 2024 supplemental submittal specifies a minimum of 43 lots will be developed with floorplans with multi-generational plans, with a primary dwelling and a secondary attached dwelling.
- Requested amendments to conditions of approval

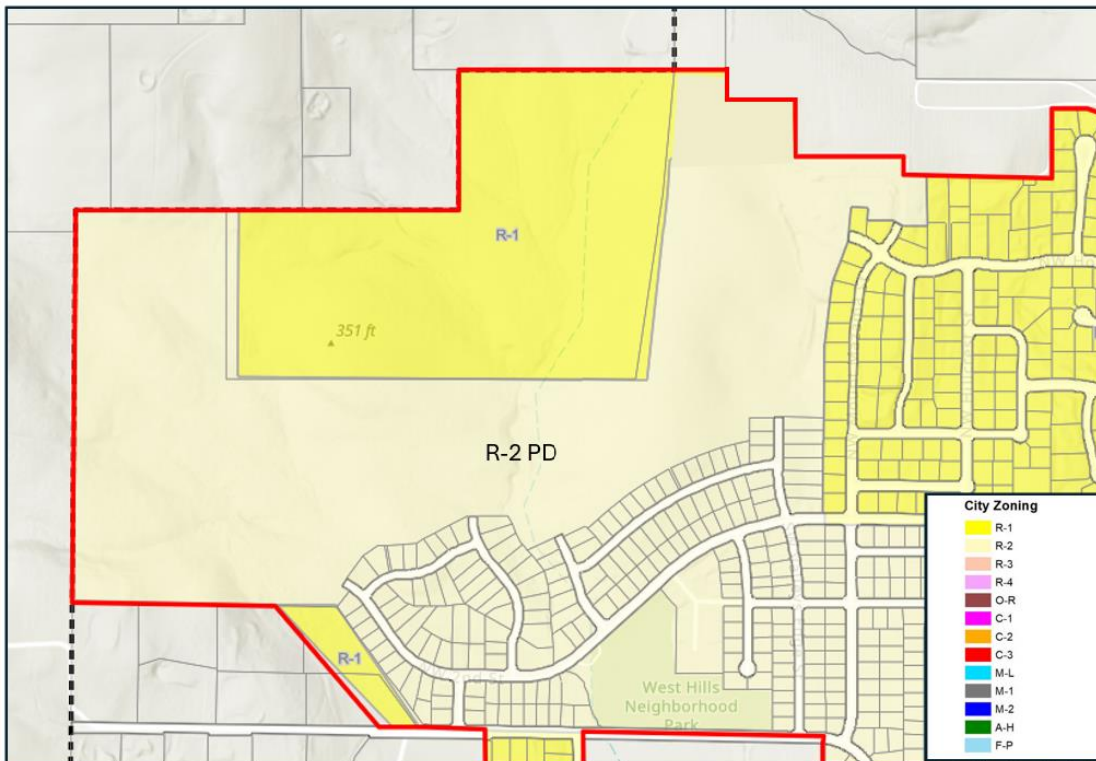
- Further information re: phasing authorization and phasing plan for subdivision to establish deadlines/expiration (Prior approval approved phase boundaries and general timeline with no specific expirations or deadlines).
- Request PD provision to allow alternative methodology for fee-in-lieu payment when authorized, rather than methodology specified in MMC Chapter 17.58.

Please note that if the requested amendment is not approved, the current Planned Development approval remains in effect.

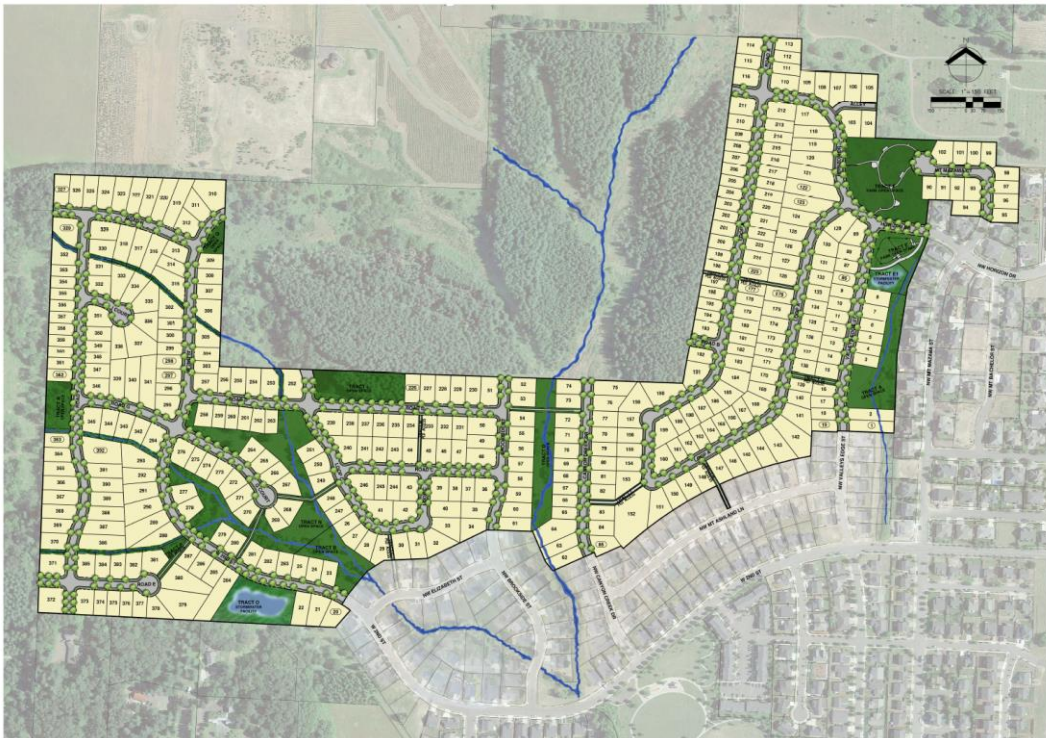
Figure 1. Vicinity Map



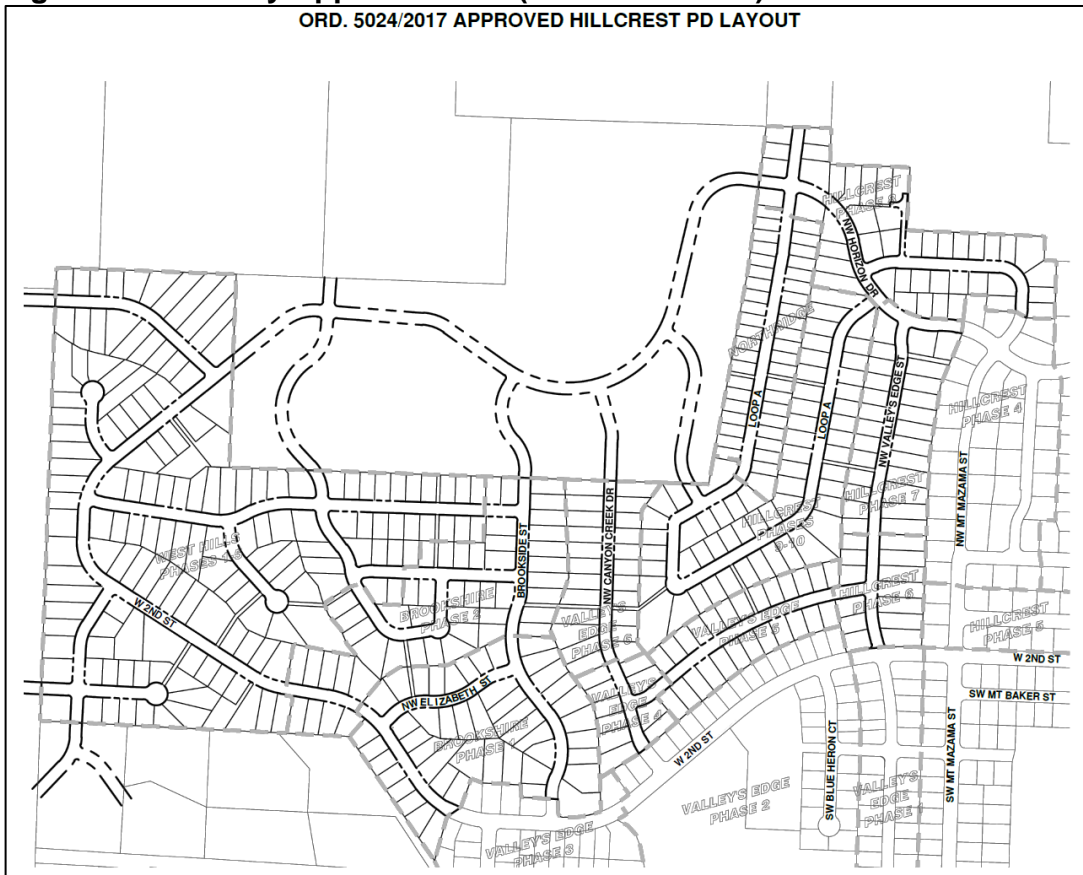
Figure 2. Zoning Map



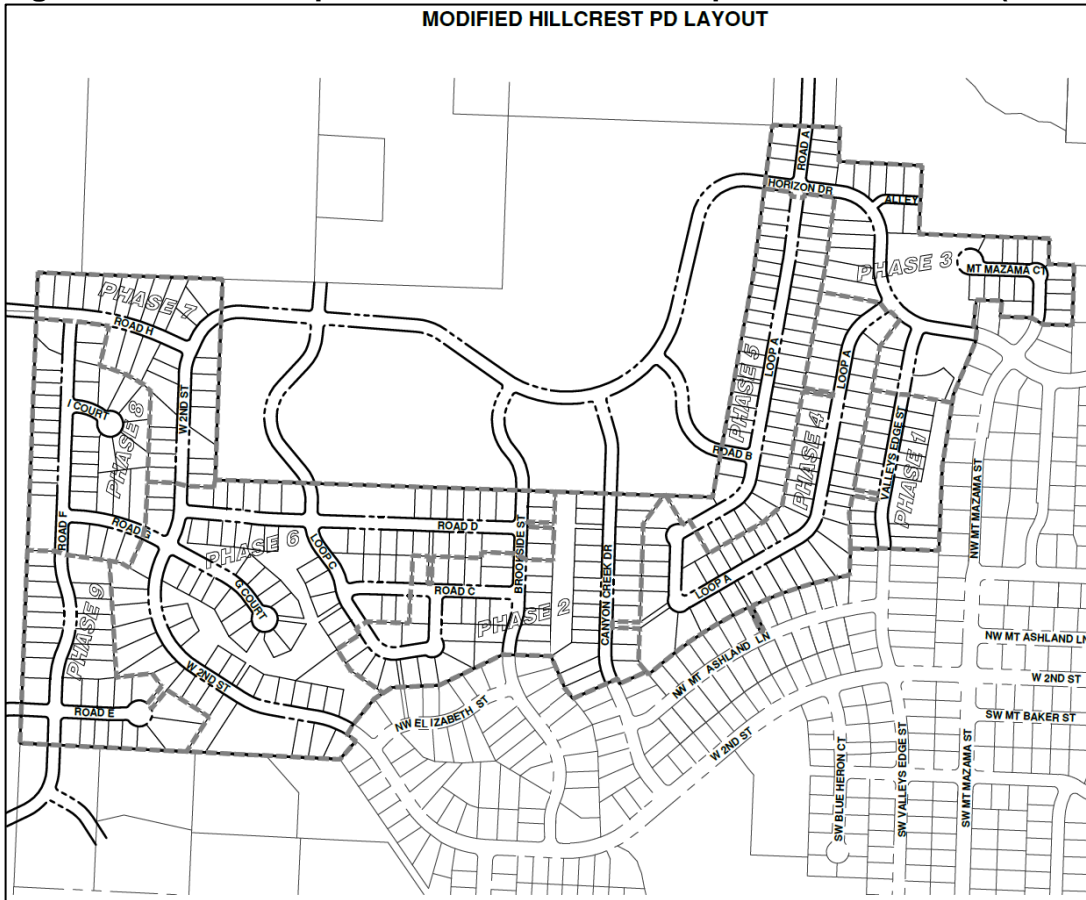
**Figure 3. Plan as Proposed with Planned Development Amendment (PDA 1-24), with Aerial Photo and with Features Depicted**  
(See application on project website for detailed plans)



**Figure 4. Currently Approved Plan (Ordinance 5024)**



**Figure 5. Plan as Proposed with Planned Development Amendment (PDA 1-24/ S3-24)**



**Public Comments**

Written testimony is listed in Section IV and attached.

**Agency Comments**

Notice of the proposal was sent to affected agencies and departments. Comments received from agencies are provided in Section IV of this Decision Document.

**II. CONDITIONS:**

**(A non-mark-up copy will also be provided).**

Except as noted, the following conditions apply to phases platted after the approval of PDA 1-24 and S 3-24. The previous approvals and conditions in effect at the time of previous approvals remain in effect for those phases.

**PDA 1-24 Conditions of Approval**

(Mark-up text shows changes to the current Conditions of Approval for ZC 6-17 in Ordinance 5024):

1. That the planned development overlay shall require the following setbacks: For phases platted before approval of PDA 1-24/S 3-24, the planned development overlay shall require the following setbacks:

- A. Development of the multi-family lot ~~and single-family lots within the Northridge subdivision~~ shall be to standard R-4 zone setbacks.
- B. Lots within the Valley's Edge Phase 2 subdivision shall be to a standard R-3 zone setback.
- C. All other lots shall meet applicable R-2 zoning setbacks.

The Planning Director is authorized to permit reductions or increases to these setback standards as may be necessary to provide for the retention of trees greater than nine (9) inches in diameter measured at 4.5 feet above grade. In no case, however, may the side yard setback be reduced to less than five feet, or the exterior side yard setback to less than 12 feet, or the distance from the property line to the front opening of a garage be reduced to less than 18 feet without approval of the Planning Commission pursuant to the requirements of Chapter 17.69 (Variance). A request to adjust the setbacks for these lots shall be accompanied by a building plan for the subject site that clearly indicates the location of existing trees. Trees to be retained shall be protected during all phases of home construction.

**2. For remaining phases platted after approval of PDA 1-24/S 3-24, the following setbacks shall apply, except as otherwise provided in MMC Chapter 17.54:**

- A. **Front Yard: 20 feet**
- B. **Rear Yard: 20 feet**
- C. **Interior Side Yard: 5 feet**
- D. **Exterior Side Yard: 15 feet**
- E. **Interior side or rear yard abutting private drainage easements containing open drainageways and vegetation: Structures shall be setback a minimum of 5 feet from the easement and fencing at the edge of the easement to allow a path around the structure for maintenance and any egress doors and/or landings, excluding upper story cantilevers.**

- 3. That existing trees greater than nine inches in diameter above grade shall not be removed without prior review and written approval of the Planning Director. In addition, all trees shall be protected during home construction. A plan for such protection must be submitted with the building permit application and must meet with the approval of the Planning Director prior to release of construction or building permits within the subject site. Requests for removal of such trees based upon claims of disease, or hazard should be accompanied by a report from a licensed arborist.
- 4. That the "Hillcrest" phased tentative subdivision plan (revised as necessary to comply with the adopted conditions of approval) be placed on file with the Planning Department and that it become a part of the zone and binding on the property owner and developer, and shall in no way be binding on the City.

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

- 5. **The following condition was applicable to a previous phase of the development prior to PDA 1-24/S 3-24 and doesn't apply to remaining phases: This continues to apply to Lot 46 of Valley's Edge Phase 2 and any subsequent alterations or modifications to the development of that property:** That site plans and building elevations for the proposed multi-

family units must be submitted to the Planning Director for review and approval prior to the issuance of any building permits for said units. The following criteria shall apply:

- A. The building layout must be nonlinear in design, even if to meet this goal the number of units has to be reduced.
  - B. The building roof lines and facades must be broken so as to avoid a flat, uniform appearance.
  - C. The site shall be heavily landscaped with emphasis on those sides facing a public street. Street-side landscaping shall include berming, and street trees a minimum of two-inch caliper at time of planting. In addition, parking lots shall be broken up by landscaping, and usable open space shall be provided within the development.
  - D. Signage shall be limited to a maximum of two free-standing monument-type signs, each not more than four feet in height and not exceeding 36 square feet in area. The signs, if illuminated, must be indirectly illuminated and non flashing.
  - E. Horizontal lap siding or similar type siding must be used (no T-111 or similar), and architectural composition roofing or a similar or higher grade type of roofing must be applied.
6. Prior to the issuance of the 290th building permit for the master planned development **(including all phases approved from ZC 19-06/S13-06 and later)**, the developer shall complete the installation of left-turn-lane improvements, meeting the City's and Yamhill County's standards, at the intersections of Hill Road / Horizon Drive and Hill Road / West Second Street.
7. That minimum lot sizes within the Hillcrest development may be reduced below 7,000 square feet, provided the overall residential density within the subject site (less the parkland and storm detention areas) does not exceed the net density allowed by the R-2 zone (gross density reduced by 25 percent to account for public infrastructure). **In PDA 1-24/S 3-24 remaining phases, average lot size of buildable lots shall not be less than 7,000 square feet. No buildable lot shall be less than 5,000 square feet, except for minor adjustments that may be necessary to comply with these conditions of approval, upon review and approval by the Planning Director to determine adequacy of building envelope.**
8. Grades shall not exceed six (6) percent on arterials, 10 (ten) percent on collector streets, or 12 (twelve) percent on any other street except as described below. Any local street grade exceeding 12 (twelve) percent shall be reviewed for approval by the Fire Code Official during the land use application review process. When a local residential street is approved to exceed 12 (twelve) percent the following shall be required:
- A. A maximum of 200 feet of roadway length may be allowed with a grade between 12 (twelve) percent and 15 (fifteen) percent for any one section. The roadway grade must reduce to no more than 12 (twelve) percent for a minimum of 75 linear feet of roadway length between each such section for firefighting operations.
  - B. Fire sprinklers shall be installed in all residential and commercial structures whose access road is constructed at a grade higher than 12 (twelve) percent. The approval of such fire sprinklers shall be accomplished in accordance with the provisions of ORS 455.610(6).
- Centerline radii of curves shall not be less than 300 feet on major arterials, 200 feet on secondary arterials, or 100 feet on other streets, and shall be to an even 10 (ten) feet. Where existing conditions, particularly topography, make it otherwise impractical to provide buildable lots, the Planning Commission may accept sharper curves.



9. ~~That condition of approval number 10 of S 13-06 is supplanted as follows: "The City Public Works Department will install, at the applicant's expense, the necessary street signage (including stop signs, no parking signage, and street name signage), curb painting, and striping (including stop bars) associate with the development. The applicant shall reimburse the City for the signage and markings prior to the City's approval of the final plat." (Note: This condition is now incorporated into the conditions of approval for S 3-24 below).~~
10. ~~That condition of approval numbers 14, 15 and 16 of S 13-06 is supplanted as follows: "Per the adopted 2010 Transportation System Plan (TSP), all remaining streets (including the extensions of 2<sup>nd</sup> Street and Horizon Drive) within the development area can be constructed to the local residential street standard. All streets shall be improved with a 28-foot wide paved section, 5-foot wide curbside planting strips, and five-foot wide sidewalks placed one foot from the property line within a 50-foot right of way, as required by the McMinnville Land Division Ordinance for local residential streets." (Note: This condition is now incorporated into the conditions of approval for S 3-24 below).~~
11. That the applicant shall provide information detailing the number of lots that will be made available for individual sale to builders for review and approval by the Planning Director prior to recording of the final plat. Upon approval, the referenced lots will be made available for sale to the general public for a minimum of one hundred twenty (120) days prior to building permit issuance for said lots.
12. **The following condition was partially applicable to a previous phase of the development prior to PDA 1-24/S 3-24 and doesn't apply to remaining phases because it is replaced with a new condition for the remaining phases:** That in addition to the pedestrian connections shown on Sheet SU-00 of the applicant's submittal, pedestrian connections shall also be provided between NW Brookshire and NW Canyon Creek Drive, NW Canyon Creek Drive and Road A, between Road A and the adjacent westerly edge of the subdivision (Tax Lot 809), between NW C Loop and NW Elizabeth, between Road D and the northwesterly edge of the subdivision (Tax Lot 809) and between Road E and NW 2nd Street. All private pedestrian connections shall be dedicated as tracts commonly held and maintained by a Homeowner's Association.
13. **All private pedestrian connections shown on the approved master plan for PDA 1-24/S 3-24 shall be dedicated as tracts commonly held and maintained by a Homeowner's Association. In addition, the applicant shall provide for future public pedestrian connections across open space and storm drainage tracts to provide connectivity to potential future development of abutting properties, including Tracts K, N, and Q.**
14. That based on a Geo-Technical Engineering report dated May 10, 2016, and the soils conditions shown in this report, foundations will necessitate design by a Geo-Technical Engineer. Each design must take into account what might occur to the down slope construction (**previous** Phase 4), when further development of the hillside occurs in the future. Since the May 10, 2016, report this hillside has been saturated with substantial rainfall. How this has affected any construction on the downside as well as future development should be taken into consideration in the design of **previous** Phase 4.
15. **Grading/Geotechnical Certification. The following shall be required prior to the issuance of a grading permit for On-Site Development:**
- A. **As provided in Applicant's submittal, the preliminary grading plan is subject to change. Any future change to the preliminary grading plan is subject to review and approval by the City Engineer.**

- B. A final Geotechnical Report by a licensed Geotechnical Engineer shall be submitted with the grading permit application for review by the Building and Engineering Divisions. In addition, a grading review letter from the Geotechnical Engineer of record is required to confirm the final civil design for grading (cut & fill slopes), keyways (if needed), slope stability, drainage control, and pavement support for the project is in accordance with their recommendations and identifies the special inspections required by the geotechnical engineer during construction of the subdivision.
- C. The Geotechnical Report shall be prepared and stamped by a Geotechnical Engineer, which means a Licensed Civil Engineer, licensed in the specialty of Geotechnical Engineering by the Oregon State Board of Engineering Examiners. The Geotechnical Report shall make specific recommendations to avoid or mitigate geological hazards. At a minimum, the Geotechnical Report shall include the following elements:
1. Data regarding the nature, distribution and strength of existing soils on the site.
  2. Analysis, conclusions, and recommendations for grading procedures.
  3. Design standards for corrective measures, including buttress fill, when necessary.
  4. A professional opinion on the adequacy of the development site for the intended use considering the proposed grading in relation to soils engineering factors, such as slope stability.
  5. The location of proposed development and public facilities; and
  6. Relevant information from the McMinnville Natural Hazards Inventory.
- D. The Applicant shall be required to obtain and provide an Erosion Control Plan prepared by an engineer licensed in the State of Oregon. The area of disturbance must be clearly identified on submitted construction plans. If site area and any offsite improvements required for this development exceed one-acre of disturbance, the project shall obtain an NPDES 1200-C Erosion Control Permit from DEQ and submit evidence of the permit to the building and engineering departments.
16. Geotechnical Certification. Prior to the acceptance of Public Improvements for each phase of the project, the Applicant shall obtain a geotechnical observation and testing letter from the Geotechnical Engineer of Record with the following:
- A. Final letter indicating that the geotechnical related inspections and testing was completed under their observation and guidance and that construction of the public improvements and the lot grading for the subdivision phase has been completed in general conformance with the recommendations provided in the final Geotechnical Report or as modified based on their field inspections.
  - B. The geotechnical review letter shall identify lots, if any, which require lot-specific geotechnical reports and/or special inspections required by the geotechnical engineer during the construction of foundations and/or grading for each home or unit.
17. Phasing for the Subdivision Tentative Plan S 3-24 is authorized as follows. The proposed boundaries for the nine phases are approved, subject to the following provisions.

- A. If the applicant seeks changes to the phasing boundaries, the request shall be submitted to the Planning Director for review and approval. This includes merging phases or the addition of subphases. The Planning Director may approve modifications to the phasing boundaries upon a finding that there no practical issues created by the revised phasing and that there isn't detriment to the public health, safety, or welfare. The Director may require conditions to ensure such, including requirements such as temporary emergency vehicle access or other conditions.
- B. The applicant shall submit to the City a final plat for the first phase of the project within two (2) years following final land use approval, including resolution of any appeals and proceedings on remand. As provided in MMC 17.53.075, upon written request, the Director may approve a one year extension for the phase. Additional extensions shall require the subdivider to resubmit the tentative plan to the Planning Commission and make any revisions considered necessary to meet changed conditions. A request for such extension must be filed in writing with the Planning Department a minimum of 30 days prior to the expiration date of this approval.
- C. There shall not be more than two (2) years between final platting between phases. As provided in MMC 17.53.075, upon written request, the Director may approve a one year extension for the phase. Additional extensions shall require the subdivider to resubmit the tentative plan to the Planning Commission and make any revisions considered necessary to meet changed conditions. A request for such extension must be filed in writing with the Planning Department a minimum of 30 days prior to the expiration date of this approval.
- D. However, within twelve (12) years of the date of recording of the plat for the first phase of the project, Applicant shall have submitted to the City a final plat for the final phase of the project. As provided in MMC 17.53.075, upon written request, the Director may approve a one year extension for the final phase. Additional extensions shall require the subdivider to resubmit the tentative plan to the Planning Commission and make any revisions considered necessary to meet changed conditions. A request for such extension must be filed in writing with the Planning Department a minimum of 30 days prior to the expiration date of this approval.
18. Prior to start of construction of the first phase, the applicant shall identify the number of multi-generational homes (homes with primary and attached secondary units) to be developed in each phase, to include 43 lots. Prior to start of construction of each phase, the applicant shall identify the specific lots for multi-generational homes for that phase.
19. Prior to start of construction of the first phase, the applicant shall submit an application for a landscape plan review to the Planning Division that provides detailed plans for the specific design and amenities for the open space tracts consistent with the facilities described in the application which shall demonstrate compliance with the MMC 17.11.110.
20. Common area tracts shall be privately maintained.
21. Subject to approval of the Planning Director, the Applicant may elect to pay a fee-in-lieu of on-site replacement trees for a portion of the trees required under this condition, where the Planning Director finds such tree replanting in full is infeasible to the extent required. In such case, Applicant shall remit a fee-in-lieu to the City's street tree replacement fund following the methodology below: This methodology is authorized instead of the methodology described in MMC 17.58.090(F):

**[Methodology to be provided at or before 11/7/2024 meeting].**

22. That Planned Development Ordinance No. 4868 is repealed in its entirety.

**S 3-24 Conditions of Approval**

(Mark-up text shows changes to the current Conditions of Approval for S 13-06 as previously amended by Ordinance 5024):

1. That this **amended** subdivision approval **(S 3-24)** shall not take effect unless and until the companion ~~zone change~~ **Planned Development Amendment application (PDA 1-24)** request is approved by the City Council.
2. That the final plat shall include:
  - a) **The following condition was applicable to a previous phase of the development prior to PDA 1-24/S 3-24 and doesn't apply to remaining phases:** Dedication of additional right-of-way along the site's frontage of Redmond Hill Road, sufficient to provide 30 feet from centerline.
  - b) Existing and proposed private and public easements for utilities, to include water, sewer, and power.
  - c) Use, ownership, and maintenance rights and responsibilities for all easements and tracts.
3. That prior to final plat recordation:
  - a) That **final development plans for the subject site include** a detailed storm drainage plan which incorporates the requirements of the City's Storm Drainage Master Plan. **This plan must** be submitted to, and approved by, the City Engineering Department **prior to final plat and prior to issuance of any building permits.** Any utility easements needed to comply with the approved plan must be reflected on the final plat. ~~Any proposed back-yard drainage facilities shall be private, and the final plat(s) shall reflect the necessary private easements.~~ **If the final storm drainage plan incorporates the use of collection systems and easements, such must be private, rather than public, and private maintenance agreements must be approved by the City prior to recording.** Prior to the construction of any private storm facilities, the applicant shall obtain the necessary permits from the City's Building Division.
  - b) The applicant/owner shall enter into a construction permit agreement (CPA) with the City Engineering Department. **The CPA will be based on approved engineered plans and engineering estimate.** for all public improvements and
  - c) **The applicant shall** gain a fill and grading permit for lot fill and grading from the City Building Division.
  - d) ~~That the applicant submit~~ **The final development plans for the subject site shall include** a detailed sanitary sewage collection plan, which incorporates the requirements of the City's Collection System Facilities Plan. The plan must be submitted to, and approved by, the City Engineering Department **prior to final plat and prior to issuance of any building permits.** Any utility easements needed to comply with the approved plan must be reflected on the final plat. **Any potential offsite easements that may be required for any phase must be dedicated to and accepted by the City prior to the City's approval of the final plat.**

- e) Submit cross sections for the public street system to be constructed. Cross sections shall depict utility location, street improvement elevation and grade, park strips, sidewalk location, and sidewalk elevation and grade. Said cross sections shall be submitted to the City Engineer for review and approval prior to submittal of the final plat. All such submittals must comply with the requirements of 13A of the Land Division Ordinance and must meet with the approval of the City Engineer.
- f) Submit evidence of a completed extension agreement with McMinnville Water & Light, for water and power extension. Relocation or abandoning of existing facilities may be required, and easements will be necessary for utilities to be retained. Conversion and relocation of existing water and electric facilities and services to new roadway alignments will be required. Contact Technical Services at (503) 472-6919.
- g) Submit to the Planning Department a street tree plan prepared by the applicant, for any park strip to be provided within this development. Plans shall identify species, caliper size, and spacing. Plans will be forwarded for review and approval by the Landscape Review Committee. All street trees shall have a two inch minimum caliper measured at six inches above ground level, shall exhibit size and growing characteristics appropriate for the particular planting strip, and shall be spaced as appropriate for the selected species and as may be required for the location of above-ground utility vaults, transformers, light poles, and hydrants. In addition, street trees shall not be planted within 30 feet of street intersections. All street trees shall be of good quality and shall conform to American Standard for Nursery Stock (ANSI 260.1). The Planning Director reserves the right to reject any plant material that does not meet this standard.
- h) Street trees shall be planted in accordance with the approved street tree plan. All required trees shall be installed by the applicant prior to final platting, or security equal to 120 percent of the cost of installing the required street trees shall be posted with the City. The amount and form of such security shall be as required by the Planning Director.

For trees not installed prior to final platting, each year the applicant/owner shall install street trees, from November 1 to March 1, adjacent to those properties on which a structure has been constructed and has received final occupancy, or adjacent to any non-buildable tracts for which street trees are required. This planting schedule shall continue until all platted lots have been planted with street trees.

It shall be the applicant's responsibility to relocate trees as may be necessary to accommodate individual building plans. The applicant shall also be responsible for the maintenance of the street trees, and for the replacement of any trees that may die due to neglect or vandalism, for two years from the date of planting.

- i) **The applicant shall secure all required state and federal permits, including, if applicable, those related to construction of storm drain outfalls, the federal Endangered Species Act, Federal Emergency Management Act, and those required by** That the applicant secure from the US Army Corps of Engineers, Division of State Lands (DSL), and/or the Oregon Department of Environmental Quality (DEQ) all applicable environmental, erosion control (1200C), storm runoff, and site development permits. Evidence of such permits shall be submitted to the City Engineer. **Provide the City with an approved 1200C Permit from DEQ or provide the City with written documentation from DEQ that a 1200C permit is not required.**
- j) **ADA Sidewalk and Driveway Standards are now being applied to all new construction and remodels. These standards are intended to meet the current ADA Standards as shown in the "PROWAG" Design Guidelines. The standards can be found at the**

**following webpage: <https://www.access-board.gov/files/prowag/PROW-SUP-SNPRM-2013.pdf> prior to final occupancy, the applicant shall construct new driveways and sidewalks in the right-of way that conform to these standards.**

- k) **Street grades and profiles shall be designed and constructed to meet the adopted Land Division Ordinance standards and the requirements contained in the Public Right-of-Way Accessibility Guidelines (PROWAG). Additionally, corner curb ramps shall be constructed to meet PROWAG requirements.**
  - l) **All streets shall be designed/improved to the standard per the Transportation System Plan and have the City's typical crowned section. The final design of the street serving Lots 103-107 shall be subject to review and approval of the City Engineer.**
  - m) **The City Engineering Department shall review the Final Storm Water Report. The Preliminary Stormwater Report appears to demonstrate compliance with standards.**
  - n) **The applicant shall contact McMinnville Water & Light for placement of water utility and fire hydrants.**
4. That prior to issuance of building permits:
- a) Submit evidence that any fill placed in the areas where building sites are expected is engineered. Evidence shall meet with the approval of the City Building Division and the City Engineering Department.
  - b) Adequate fire-fighting water supplies must be available, and approved, ~~working fire hydrant(s) must be installed to within 250 feet of each home site.~~ **consistent with the fire code. Fire access must be available to within 150 feet of the most remote portion of all structures. Hydrants must be spaced at no more than 600-foot intervals. AT least 1,000gpm of water must be available for all homes up to 3,600 sq ft in size.**
  - c) Park fees shall be paid for each housing unit at the time of building permit application as required by McMinnville Ordinance 4282, as amended, or as may be agreed upon by the City and developer as a result of purchase by the City of the proposed park land.
  - d) **The applicant shall provide a pattern book showing the proposed home plans for lots demonstrating compliance with the residential design and development standards of MMC 17.11 and demonstrating differentiation of home plans on abutting and adjacent lots.**
5. That at the completion of each phase of the development, the applicant shall install barricades consistent with City standards at the terminus of any street to be extended by future phases, or by adjacent developments. Each barricade shall include a sign with text stating: "This street is planned for extension to serve future development."
6. That street names shall be submitted to the Planning Director for review and approval prior to submittal of the final subdivision plat.
7. That plat phasing, ~~as shown on the submitted plans, is approved.~~ **shall be in accordance with the authorization and requirements provided in PDA 1-24.**
8. **The following condition was applicable to a previous phase of the development prior to PDA 1-24/S 3-24 and doesn't apply to remaining phases:** That the applicant dedicate to the City of McMinnville the area designated for park purposes (a total of approximately 5.1 acres),

and that the dedication be noted on the face of the final plat. The value of said dedication shall be applied as a credit against park land system development charges applicable to each residential unit, or as may be agreed upon by the City and developer as a result of purchase by the City of the proposed parkland. The applicant is advised that in determining such credit the City will consider the drainage swale area situated generally in the west and northwest portions of the area proposed for park dedication to be of lesser value than other "buildable" portions of the site.

- ~~9. That, if the property owner wishes a one-year extension of the Commission approval of this tentative plan under the provisions of Section 16 of Ordinance No. 3702, a request for such extension must be filed in writing with the Planning Department a minimum of 30 days prior to the expiration date of this approval.~~
10. The City Public Works Department will install, at the applicant's expense, the necessary street signage (including stop signs, no parking signage, and street name signage), curb painting, and striping (including stop bars) associate with the development. The applicant shall reimburse the City for the signage and markings prior to the City's approval of the final plat." (*as amended by Ordinance 5024*)
11. **Restrictive Covenants, Conditions, and Restrictions (CC&Rs) shall be prepared for the development and must meet with the approval of the Planning Director prior to final plat approval. The CCR's shall include provisions addressing the requirements for maintenance and operation of common private facilities.**

**The documents creating a Homeowner's Association for the subdivision and assigning to it maintenance responsibilities of any private and/or common ownership features must be submitted to and approved by the Planning Director. In order to assure that the Homeowner's Association maintains and repairs any needed improvements, the Covenants, Conditions, and Restrictions (CC&Rs) shall explicitly require the Homeowner's Association to provide notice to the City prior to amending the CC&Rs, and that all such amendments shall be subject to approval by the Planning Director. Additionally, the CC&Rs shall prohibit the Homeowner's Association from disbanding without the consent of the Planning Director. The CC&Rs shall be reviewed by and subject to City approval prior to final plat approval.**

~~That restrictive covenants shall be prepared for the development and must meet with the approval of the Planning Director. Said covenants shall include the creation of a homeowner's association and assigning to it maintenance responsibilities of any common ownership features to include the storm water detention facility and landscaped medians. If desired, some other form of guarantee that the subdivision property owners accept the responsibility for maintenance of common ownership features may be approved by the Planning Director.~~

- ~~42. **The following condition was applicable to a previous phase of the development prior to PDA 1-24/S 3-24 and doesn't apply to remaining phases. New conditions apply to future phases.** Additionally, the applicant shall: Enact CC&Rs that require each home builder/lot developer to replant trees on the lots based upon the number of existing natural trees on the lot and the number of proposed trees to be removed to accommodate home construction. The proposed requirement for inclusion in the CC&Rs is: "Plant one new tree for every tree removed on lots with five or fewer natural trees, or plant one tree for every one and one-half trees removed on lots with six or more natural trees."~~
13. **Tree Removal and Replacement. Prior to approval of the On-Site Development permit for each phase of development by the engineering department, the Applicant shall survey and identify all existing trees greater than nine (9) inches in diameter measured at 4.5 feet**

**above grade (diameter at breast height – DBH). For those trees that are removed outside of planned rights-of-way, tree preservation and mitigation shall adhere to the following:**

- A. **To the extent possible, all trees within undisturbed areas shall be preserved as highlighted in the application.**
  - B. **Trees greater than 9 inches DBH proposed for removal will be replaced on-site at a ratio of 1:1 (one tree planted for every tree removed on future platted lots with 5 or less trees) or 1:1.5 (one tree planted for every one and a half trees removed on future lots with 6 or more trees).**
  - C. **Tree replacement may be met by a combination of planting trees within common open space tracts, stormwater facilities, and natural resource areas, and/or trees planted on each lot. The tree preservation and mitigation plan for each phase shall identify required tree plantings during the current phase and may incorporate past plantings (not previously identified as mitigation trees) and/or future plantings to achieve the required number of mitigation trees for the entire project within the remaining area of PDA 1-24/S 3-24 Phases 1-9 (see Attachment 2).**
  - D. **Prior to the issuance of occupancy for the first home in each development phase, the Applicant shall plant all mitigation trees for common open spaces and tract frontages in each phase according to approved plans.**
  - E. **Prior to the issuance of occupancy for each individual home, the applicant shall install all lot trees and street trees along the frontage of each individual lot.**
  - F. **Subject to approval of the Planning Director, the Applicant may elect to pay a fee-in-lieu of on-site replacement trees for a portion of the trees required under this condition, where the Planning Director finds such tree replanting in full is infeasible to the extent required. In such case, Applicant shall remit a fee-in-lieu to the City's street tree replacement fund following the methodology authorized by PDA 1-24.**
  - G. **The requirements for tree retention, removal, and replacement shall be included in the CC&Rs.**
14. In order to ensure adequate capacity of the channels to convey larger storm events, the restrictive covenants shall require that the areas within the easements shall be kept in their natural condition, and that no fill or other construction activities (including the construction of fences) will be allowed within the easement areas. Additionally, the covenants shall identify and specify the maintenance responsibilities for those easement areas.
15. **The following condition was applicable to a previous phase of the development prior to PDA 1-24/S 3-24 and doesn't apply to remaining phases:** That the applicant obtain approvals as necessary from Yamhill County for any proposed off-site drainage.
16. **The following condition was applicable to a previous phase of the development prior to PDA 1-24/S 3-24 and doesn't apply to remaining phases:** The applicant shall obtain all necessary permits from the Yamhill County Public Works Department for the work in Redmond Hill Road, and shall construct any improvements to Redmond Hill Road required by the County Engineer.
17. Per the adopted 2010 Transportation System Plan (TSP), all remaining streets (including the extensions of 2<sup>nd</sup> Street and Horizon Drive) within the development area can be constructed to the local residential street standard. All streets shall be improved with a 28-foot wide paved



section, 5-foot wide curbside planting strips, and five-foot-wide sidewalks placed one foot from the property line within a 50-foot right-of-way, as required by the McMinnville Land Division Ordinance for local residential streets. *(as amended by Ordinance 5024)*.

18. That unless deemed unfeasible by the City Engineer due to topography or utility conflicts, driveways for all corner lots abutting the collector streets shall be limited to the side street frontage and no access will be allowed onto the collector street. The appropriate driveway restrictions shall be reflected on the final subdivision plat(s).
19. That curbside sidewalks shall be allowed in those locations where the City Engineer deems it is impractical, due to topography or to save significant trees.
20. That the final plat shall include 10' wide public utility easements (PUEs) adjacent to all public streets.
21. That in order to ensure adequate capacity of the channels to convey larger storm events, the subdivision plats shall state that the areas within the storm drainage easements shall be kept in their natural condition, and that no fill or other construction activities (including the construction of fences) will be allowed within the easement areas. Additionally, the covenants shall identify and specify the maintenance responsibilities for those easement areas.
22. **The Planning Director and City Engineer shall approve the final design detail for pedestrian crossings where pedestrian paths cross roadways or where they extend across from a roadway into a pedestrian path or open space tract.**
23. **The applicant shall provide for future public pedestrian connections across open space and storm drainage tracts to provide connectivity to potential future development of abutting properties, including Tracts K, N, and Q.**
24. **The following condition was applicable to a previous phase of the development prior to PDA 1-24/S 3-24 and doesn't apply to remaining phases:** That the applicant shall obtain all necessary permits from the Yamhill County Public Works Department for the storm drainage work in Redmond Hill Road, and shall construct any improvements required by the County Engineer.
25. ~~That the applicant shall perform a detailed tree survey prior to submitting engineered construction drawings for public street and utility improvements within the site's naturally wooded areas. The Planning Director shall be granted authority to make adjustments in the plan to include the meandering of sidewalks where significant (nine-inch DBH) or desirable hardwood trees can be avoided, and adjusting street alignment to avoid significant desirable trees.~~
26. **The following condition was applicable to a previous phase (Valley's Edge Phase 2) of the development prior to PDA 1-24/S 3-24 and doesn't apply to remaining phases:** That SW Washington Street shall be extended to the west and terminate at the eastern edge of Lot 47, thereby providing two public access points for the proposed multi-family development (West Second Street and SW Washington Street).
27. That prior to the platting of ~~West Hills Phase 1, or West Hills Phase 4~~ **Phase 9**, the applicant shall provide to the City a revised plan for the applicable subdivision ~~that includes a~~ **for the** public street extension ~~from West Second Street to the subject site's southern property line in order to provide for the future development of adjacent property. (Tax Lot 900 and 904).~~ Such plan shall be submitted to the City Engineer for review and approval prior to construction of any public improvements. The plan shall include information regarding the adjacent property's

slope, existing improvements, and other detail as necessary to demonstrate the feasibility of the street's future extension to the south.

28. **The following condition was applicable to a previous phase (Valley's Edge Phase 2) of the development prior to PDA 1-24/S 3-24 and doesn't apply to remaining phases:** That the proposed pedestrian / utility easement extending south from the unnamed cul-de-sac that fronts Lots 29-46 not be designated for public access use.
29. **Should any "early grading" extending beyond phase boundaries be necessary to complete grading of a phase before final civil plans have been approved beyond the phase line, an early grading application and permit will be required, to be approved by the Building and Engineering Divisions.**
30. **Where wetland delineations have not been completed, the applicant shall complete wetland delineations with DSL for the respective phases and submit a tentative plan for those phases to the Planning Division showing the delineated wetlands and any proposed approved mitigation for disturbance where infrastructure is proposed. The applicant shall demonstrate the jurisdictional wetlands/waters are fully contained within the common space tracts, which may require minor adjustments to lot lines shown on the plans submitted for S 3-24. For any jurisdictional wetland/waters which are proposed within private easements across buildable lots, the tentative plan shall demonstrate adequate building envelope on the lot outside of the delineated wetlands and easement areas, or the applicant shall modify the lot layout, which may require reduction in the number of lots if the presence of wetlands and associated easement would preclude a buildable envelope on the lot. (Note: See Lots 252 and 253 in Phase 6, "Preliminary Wetland and Waters" shown on Sheet P-01 submitted 8/16/2024, and "Anticipated Undisturbed Areas" shown on the "Supplemental Grading Exhibit submitted 8/16/2024). The Planning Director may approve changes which constitute a minor change consistent with Condition #4 of PDA 1-24.**
31. **No grading shall occur within any phase area until wetland delineations have been completed within the phase boundary.**
32. **Prior to tree removal, the applicant shall obtain necessary permits from DEQ, including erosion control, for any area in which tree removal will occur.**
33. **Prior to final plat of a phase, temporary emergency access may be required to be constructed beyond phase boundaries until permanent improvements have been installed in subsequent phases.**
34. **Prior to the final plat of the first phase, the applicant shall submit language to the City for review and approval for the easements and tracts for the proposed privately maintained stormwater conveyance. The easement language shall ensure adequate provisions for continued conveyance of flows from upstream properties.**
35. **Required transportation mitigation at 2<sup>nd</sup> and Hill is subject to review and approval by the Engineering Division.**
36. **Water and Power Service are subject to the requirements of McMinnville Water and Light summarized in their comments. Water: For phases and properties within water pressure Zone 2, Applicant will be responsible for funding and extending new Zone 2 public water infrastructure. Power: MW&L may need to extend power through open spaces, tracts, pedestrian pathways, or other spaces in addition to the typical street right-of-way alignment.**

**III. ATTACHMENTS:**

1. Application and Attachments
  - a. PDA 1-24 Submittal
  - b. PDA 1-24 Supplemental Submittal
  - c. S 3-24 Submittal
  - d. PDA 1-24/S 3-24 Supplemental Submittal
2. Additional Agency Comments
  - a. McMinnville Water and Light
  - b. Yamhill County Transit
  - c. Oregon Department of State Lands
3. Public Testimony
  - a. Jerry Hubbard Testimony Submitted via e-mail September 23, 2024
  - b. Clarke Ellingson Testimony Submitted via e-mail October 3, 2024

**IV. COMMENTS:****Agency Comments**

This matter was referred to the following public agencies for comment: McMinnville Fire District, Police Department, Engineering Department, Building Department, Parks Department, Public Works Department, Waste Water Services, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Planning Department; Frontier Communications; Comcast; Recology; Oregon Department of State Lands; Oregon Department of Transportation; and Northwest Natural Gas. The following comments were received:

- **McMinnville Building Department**

1. The vague language following is necessary to preserve the option of addressing water supply and site access as required by OAR 918-480-0125

This is notice that the intent to allow Uniform Alternate Construction Standards to all, or portions of, the development based on phasing chosen by the developer.

The building official, acting in conformance with OAR 918-480-0125, may choose to apply one or more Uniform Alternate Construction Standards after a determination by a fire official with authority over water supply and apparatus access, that the water supply, apparatus access, or both are inadequate at a site. A building official shall give consideration to advice of the State Fire Marshal or local fire official that does not conflict with OAR 918-480-0125, but shall retain the authority to make final decisions. Decisions to consider a Uniform Alternate Construction Standard and the selection of one or more Uniform Alternate Construction Standards by a building official are final.

2. A grading permit, administered by the building department, is likely necessary for properties that will be built upon in areas outside the rights of way, based on ICC Appendix J.

The geological investigation and report necessary as part of the grading permit, if desired, may prove adequate to address the need for individual lot soils investigations. If the more general excavation permit does not address the lot-by-lot conditions, then each property may need an individual soils investigation as part of the building permit review.

- **McMinnville Engineering Department**

Please note that the intersection of 2<sup>nd</sup> and Hill Road will have required improvements with development of this property.

**Suggested Conditions of Approval:**

1. The applicant will enter into a Construction Permit Agreement (CPA) with the City's Engineering Department. The CPA will be based on approved engineered plans and engineering estimate. Plans and estimate to be reviewed and approved by the City's Engineering Department.
2. Provide the City with an approved 1200C Permit from DEQ or provide the City with written documentation from DEQ that a 1200C permit is not required.
3. ADA Sidewalk and Driveway Standards are now being applied to all new construction and remodels. These standards are intended to meet the current ADA Standards as shown in the "PROWAG" Design Guidelines. The standards can be found at the following webpage: <https://www.access-board.gov/files/prowag/PROW-SUP-SNPRM-2013.pdf> prior to final occupancy, the applicant shall construct new driveways and sidewalks in the right-of way that conform to these standards.
4. Street grades and profiles shall be designed and constructed to meet the adopted Land Division Ordinance standards and the requirements contained in the Public Right-of-Way Accessibility Guidelines (PROWAG). Additionally, corner curb ramps shall be constructed to meet PROWAG requirements.
5. All streets should be improved to the standard per the Transportation System Plan and have the City's typical crowned section.
6. The applicant shall secure all required state and federal permits, including, if applicable, those related to construction of the storm drain outfalls, the federal Endangered Species Act, Federal Emergency Management Act, and those required by the Oregon Division of State Lands, U.S. Army Corp of Engineers, and DEQ. Copies of the approved permits shall be submitted to the City prior to the City issuing permits.
7. That the applicant submit evidence that all fill placed in the areas where building sites are expected is engineered. Evidence shall be approved by the City Building Division prior to building permit issuance.
8. Preliminary Storm Water Report appears to demonstrate compliance with standards, the City Engineering Department to review Final Storm Water Report.
9. That final development plans for the subject site include a detailed storm drainage plan which incorporates the requirements of City's Storm Drainage Master Plan. This plan must be submitted to, and approved by, the City Engineering Department prior to issuance of any building permits. Any utility easements needed to comply with the approved plan must be reflected on the final plat. If the final storm drainage plan incorporates the use of collection systems and easements, such must be private, rather than public, and private maintenance agreements must be approved by the City prior to recording.
10. The final development plans for the subject site include a detailed sanitary sewer collection plan which incorporates the requirements of City's Collection Systems Facilities Plan. This plan must be submitted to, and approved by, the City Engineering Department prior to issuance of any building permits. Any utility easements needed to comply with the approved sanitary sewage plan must be reflected on the final plat. Any offsite public

easements must be dedicated to and accepted by the City prior to the City's approval of the final plat.

11. Contact McMinnville Water and Light for placement of water utility and potential fire hydrants.
12. The City Public Works Department will install, at the applicant's expense, the necessary street signage (including stop signs, no parking signage, and street name signage), curb painting, and striping (including stop bars) associated with the development. The applicant shall reimburse the City for the signage and markings prior to the City's approval of the final plat.
13. The requested street grade and block length exceptions are acceptable to the Engineering Department.

- **McMinnville Fire District**

The Fire District would need the following:

- Fire access to within 150ft of the most remote portion of all proposed structures
- Hydrants spaced at no more than 600ft intervals.
- At least 1,000 gpm of water available for all homes up to 3,600 sq. ft. in size.

City road standards would apply for public road grades, turning radii and width.

- **McMinnville Water & Light**

Comments are attached as Attachment 2a.

- **Yamhill County Transit**

Comments are attached as Attachment 2b.

- **Oregon Department of State Lands**

Comments are attached as Attachment 2c.

- **McMinnville Airport Manager**

No airport concerns.

- **Comcast**

No comments

### ***Public Comments***

The following written public comments have been received as of September 26, 2024 and are provided as Attachments:

- Jerry Hubbard Testimony Submitted via e-mail September 23, 2024
- Clarke Ellingson Testimony Submitted via e-mail October 3, 2024

### **V. FINDINGS OF FACT - PROCEDURAL FINDINGS**

1. The applicant held a noticed neighborhood meeting on May 20, 2024.
2. The applicant submitted the application for PDA 1-24 on July 3, 2024.

3. The application was deemed incomplete on August 2, 2024. The applicant submitted additional information on August 16, 2024, and the application was deemed complete as of August 16, 2024.
4. The applicant submitted the application for S 3-24 on September 13, 2024, and the application was deemed complete on September 13, 2024.
5. On September 12, 2024, notice of the applications was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: McMinnville Fire District, Police Department, Engineering Department, Building Department, Parks Department, Public Works Department, Waste Water Services, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Planning Department; Frontier Communications; Comcast; Recology; Oregon Department of State Lands; Oregon Department of Transportation; and Northwest Natural Gas.

Comments received from agencies are addressed in Section IV of this Decision Document.

6. On September 13, 2024, notice of the applications and the October 3, 2024 Planning Commission public hearing was mailed to property owners within 300 feet of the subject property in accordance with Section 17.72.120 of the Zoning Ordinance.
7. Notice of the applications and the October 3, 2024 Planning Commission public hearing was published in the News Register on Friday, September 27, 2024, in accordance with Section 17.72.120 of the Zoning Ordinance.
8. On October 3, 2024, the Planning Commission opened a duly noticed public hearing and continued the hearing to November 7, 2024 without a staff report or testimony.
9. On October 23, 2024, the applicant submitted supplemental information.
10. On November 7, 2024, the Planning Commission held the public hearing continued from October 3, 2024 to consider the requests.

## **VI. FINDINGS OF FACT - GENERAL FINDINGS**

1. **Location:**
  - a. Address: No site address (undeveloped). See map.
  - b. Map & Tax Lot: R4524 00801
2. **Size:** Approximately 106 acres
3. **Comprehensive Plan Map Designation:** Residential
4. **Zoning:** R-2 PD, Ordinance 5024
5. **Overlay Zones/Special Districts/Area Plans:**
  - a. West Hills Planned Development Overlay, Ordinance 4132, as amended
6. **Current Use:** Undeveloped
7. **Inventoried Significant Resources:**
  - a. **Historic Resources:** None
  - b. **Other:**
    - i. Ordinance 4132 addresses wooded areas, trees, and wildlife habitat.

- ii. Wetlands and/or waters of the state are present on the property. The applicant has submitted information to DSL regarding wetlands and waters of the state on two portions of the site. The applicant has not submitted information to DSL regarding expected wetland and/or waters of the state regarding other portions of the site, including the more westerly area identified by the applicant on the plans as expected wetland/waters of the state.
  - iii. The City's draft Natural Features Inventory (not adopted) identifies significant tree groves on the westerly portion of the site and a scenic viewpoint.
  - iv. Mapping conducted as part of the MGMUP analysis, based on ODFW data, identifies habitat for bird species of concern.
8. **Other Features:**
- a. **Slopes:** The site contains significant slopes and natural drainageways
  - b. **Easements:** None identified.
9. **Utilities:** Utilities are present adjacent to the property in previously developed phases. A portion of the property is in Water Pressure Zone 2 and is dependent on needed Zone 2 infrastructure, which would initially require improvements to the MWL facilities on Fox Ridge Road for a pump station. Long term, Zone 2 is to be served with a future reservoir/storage facility. Lots at higher elevations, predominantly on the westerly portion of the site may desire or require private booster pumps for suitable water pressures on the private side of the meters where floor elevations may be above the height of the water meters.
10. **Transportation:** The property would be served through new streets to be provided as extension of existing stubbed streets. The proposed amendments would modify the street configurations of the currently approved Planned Development (Ordinance 5024).

## **VII. CONCLUSIONARY FINDINGS:**

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

### **McMinnville Zoning Ordinance**

The following Sections of Title 17, Zoning Ordinance, of the McMinnville Municipal Code provide criteria and standards applicable to the requests:

The applicable criteria for a Planned Development Amendment are specified in Section 17.74.070 of the Zoning Ordinance.

### **Chapter 17.74. Review Criteria (PDA 1-24)**

*17.74.070 Planned Development Amendment - Review Criteria. An amendment to an existing planned development may be either major or minor. Minor changes to an adopted site plan may be approved by the Planning Director. Major changes to an adopted site plan shall be processed in accordance with Section 17.72.120, and include the following:*

- *An increase in the amount of land within the subject site;*
- *An increase in density including the number of housing units;*
- *A reduction in the amount of open space; or*
- *Changes to the vehicular system which results in a significant change to the location of streets, shared driveways, parking areas and access.*

**APPLICANT'S RESPONSE** This application requests a PD Amendment to the remaining phases of the Hillcrest PD, approved by Ordinance 5024. As detailed in the Executive Summary of this written narrative, the planned modifications to the 2017 Hillcrest PD Master

Plan layout include a minor decrease in density, a significant increase in open space, new stormwater management facilities, modifications to the lot layout, and street realignment. Due only to the planned changes to the street realignment, a Major PD Amendment is required. A summary of the planned PD amendments and their justification is provided in Table 1 below.

Table 1: Summary of PD Amendments			
Standard	Ordinance 5024	Planned	Justification
Street Network Alignment	See Exhibit A, Sheet P-03	See Exhibit A, Sheet P-03	Geotechnical conditions (undocumented/uncontrolled fills and pockets of shallow basalt) Natural resources including streams and wetlands
Open Space and Pedestrian Tracts	±1.0 acres of open space/pedestrian tracts	±13.0 acres of open space/pedestrian tracts (±1200 percent increase)	Geotechnical conditions (undocumented/uncontrolled fills and pockets of shallow basalt) Natural resources including streams and wetlands City of McMinnville Great Neighborhood Principles
Stormwater Management	0.0 acres of stormwater facilities on the subject site	±1.6 acres of stormwater facilities on the subject site (see Exhibit A, Tract E1 and O)	Stormwater studies/modeling conducted post Ordinance 5024
Lot Count	394 residential lots within remaining phases (552 lots in total Hillcrest PD site)	±392 residential lots within remaining phases (550 lots in total Hillcrest PD site) (less than a 1 percent decrease)	Geotechnical conditions (undocumented/uncontrolled fills and pockets of shallow basalt) Natural resources including streams and wetlands Additional open space/parks
Lot Size	Average lot area = ±9,550 square feet	Average lot area = ±7,960 square feet	Natural resources including streams and wetlands Additional open space/parks
Setbacks/Yards	R-4 setbacks in Northridge Phase; Reduced setbacks in other Hillcrest PD lots permitted as necessary for tree protection	Front: 20-feet Interior side: 5-feet Street side: 15-feet Rear: 20-feet; rear yard decks may encroach 10-feet into rear yard setback	Reduced side yard setbacks allow similar lot yield as Ordinance 5024 accounting for more than 14.0 acres of additional open space and protected natural resource areas HNA density target for R-2 zoning district is 4.46 dwellings/acre

*An amendment to an existing planned development may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:*

**APPLICANT’S RESPONSE** As demonstrated in this narrative and in the accompanying exhibits, the planned PD Amendment satisfies the applicable approval criteria and does not affect compliance with the relevant requirements of this ordinance. Moreover, while the PD Amendment is not subject to new standards enacted since the adoption of Ordinance 5024, Applicant has made considerable efforts to incorporate the Great Neighborhood Principles and related site development standards that were enacted after Ordinance 5024. Subsequently,



this application is far superior to Ordinance 5024 in its ability to promote the City's current residential development aspirations. This criterion is met.

**FINDING: SATISFIED WITH CONDITIONS/APPLICABLE.** The applicant is requesting changes to the street system, which constitutes a major amendment. In addition, the applicant is requesting flexibility to additional standards of the underlying R-2 zone that were not approved as part of the previous planned development approval. Therefore, the R-2 standards must be applied unless the City Council approves additional provisions as part of the Planned Development Amendment to allow different standards than required by the R-2 zone or previous PDA approval (Ordinance 5024). Findings regarding the relevant requirements of the ordinance are provided in the respective sections below.

A. *There are special physical conditions or objectives of a development which the proposal will satisfy to warrant a departure from the standard regulation requirements;*

**APPLICANT'S RESPONSE** The subject site is a part of the approved Hillcrest PD. As a part of the previous approvals, the City determined that the steep slopes and natural drainage patterns on-site warrant departure from standard regulation requirements. Although modifications to the approved layout are being requested as a part of this application, the physical and environmental constraints of the property remain. This criterion is met.

Table 2 provides a summary of, and justification for, the standard regulation requirements for which deviations have been previously approved and those for which deviations are being requested as a part of this application.

Table 1: Summary of Standards Where PD Deviations are Requested			
Standard	Ordinance 5024	Planned	Justification
17.53.101(L) Street Grade	Exceed the maximum grade of 12 percent for local residential streets on <u>seven segments</u> of roadway within the remaining phases of the Hillcrest PD	Exceed the maximum grade of 12 percent for local residential streets on <u>four segments</u> of roadway as shown on the Street Plan with Road Grade (Sheet P-05) in Exhibit A	Due to site topography and ADA requirements certain streets have grades up to 15 percent (see Exhibit A) Current plan reduces total street segments where grades exceed 12 percent
17.53.103(B) Block Length and Perimeter	Exceed the maximum block length of 400 feet	Exceed the maximum block length of 400 feet	Site topography and ADA requirements Mid-block pedestrian and bicycle connections in lieu of grid-style street connectivity
	Exceed the maximum block perimeter of 1,600 feet.	Exceed the maximum block perimeter of 1,600 feet.	
17.53.105(A)(1) Lot Depth to Width	Exceed the lot depth to width ratio of 2 to 1	Exceed the lot depth to width standard of 2 to 1	Site topography Natural resources preservation
17.15.030 Lot Size	Allowed lots below 7,000 square foot minimum lot size, provided the average lot size is 7,000 square feet or greater	Allow lots below 7,000 square foot minimum lot size, provided the average lot size is 7,000 square feet or greater	Site topography HNA density target of 4.46 dwellings/acre ±14 acres of additional open space and natural resources preservation
17.15.040 Yard Requirements	R-4 setbacks in Northridge Phase; Reduced setbacks as necessary for tree protection	Front: 20-feet Interior side: 5-feet Street side: 15-feet Rear: 20-feet; rear yard decks may encroach 10-feet into rear yard setback	Reduced side yard setbacks allow similar lot yield as Ordinance 5024 accounting for more than 14.0 acres of additional open space and protected natural resource areas HNA density target for R-2 zoning district is 4.46 dwellings/acre

**FINDING, SUBSECTION (A): SATISFIED WITH CONDITIONS.** The applicant has described the physical conditions and development objectives which warrant departure from the standard regulation requirements.

*B. Resulting development will not be inconsistent with the Comprehensive Plan objectives of the area;*

**APPLICANT’S RESPONSE** Upon passage of Ordinance 5024, the City Council found the 2017 PD Amendment to be consistent with the Comprehensive Plan objectives of the area. As described above, the planned changes in this application move the site closer to conformance with McMinnville’s Great Neighborhood Principles and related standards that have been enacted since Ordinance 5024. More importantly, the City can find that this PD Amendment results in a phased residential subdivision that can be cost-effectively constructed and that will provide the best possible likelihood that the City may achieve its need for additional single-family homes as expressed in the 2023 HNA. Responses summarizing conformance to the applicable Comprehensive Plan objectives are included in this written narrative. This criterion is met.

**FINDING: SATISFIED WITH CONDITIONS.** See findings in respective sections of these findings regarding the Comprehensive Plan Policies, Great Neighborhood Principles, and Overlay Zones.

- C. *The development shall be designed so as to provide for adequate access to and efficient provision of services to adjoining parcels;*

**APPLICANT'S RESPONSE** The Preliminary Circulation and Preliminary Composite Utility Plans in Exhibit A illustrate how planned streets and other public utilities will connect with existing utilities in abutting developed areas as well as how such will be extended to abutting undeveloped parcels to accommodate efficient urbanization of those parcels when warranted. This criterion is met.

**FINDING: SATISFIED WITH CONDITIONS.** The applicant's proposed identifies street connections to adjoining undeveloped and lower-density rural properties. The plans includes extension of utilities to serve the property and which can be extended to serve abutting properties. Conditions of approval regarding public improvements provide for consistency with this criterion.

- D. *The plan can be completed within a reasonable period of time;*

**APPLICANT'S RESPONSE** The remaining nine phases of the Hillcrest PD are planned for consecutive construction over the next ±10–15 years, acknowledging that any major housing market fluctuations or other external factors could render such construction infeasible. This criterion is met.

**FINDING: SATISFIED WITH CONDITIONS.** The applicant has demonstrated the development can be completed within a reasonable period of time. In addition, conditions of approval establish timelines for phased completion of the development.

- E. *The streets are adequate to support the anticipated traffic, and the development will not overload the streets outside the planned area;*

**APPLICANT'S RESPONSE** All streets will be constructed in accordance with the City's street standards, and the street realignment will continue to connect to the existing street stubs in the constructed phases of the Hillcrest PD. Traffic studies submitted with prior approvals for the Hillcrest PD indicate acceptable traffic flow at full buildout, with certain improvements as included in Ordinance 5024. Per Ordinance 5024, prior to the issuance of the 290<sup>th</sup> building permit (which is expected to occur in Phase 4), Applicant will construct the required mitigative measures that include a left-turn lane at the intersections of W 2<sup>nd</sup> Street/SW Hill Road and NW Horizon Drive/NW Hill Road. This PD Amendment application reduces the number of residential lots by two, which will slightly reduce traffic impacts. Therefore, the streets will remain adequate to support the anticipated traffic of the Hillcrest PD with the required mitigative measures outlined in the approved traffic studies for the Hillcrest PD.

**FINDING: SATISFIED WITH CONDITIONS.** The street connections external to the development are substantially the same as the current plan, and the current approval requires mitigation outside of the development, which carries over as a condition of approval.

- F. *Proposed utility and drainage facilities are adequate for the population densities and type of development proposed;*

**APPLICANT'S RESPONSE** Utilities serving the site will be adequate for the remaining homes in the Hillcrest PD. Utility capacity was reviewed during the past approval processes and determined to be adequate, accounting for the need to install a water system booster pump station to serve lots above the 275-foot elevation contour. The Preliminary Composite Utility Plan in Exhibit A and Preliminary Stormwater Report in Exhibit H demonstrate that each remaining phase of the Hillcrest PD has been designed to include all necessary infrastructure for that phase. Furthermore, this PD Amendment will not result in an increase in utility and drainage demand beyond the prior approval. This criterion is met.

**FINDING: SATISFIED WITH CONDITIONS.** Affected agencies and departments have reviewed the proposed development plans. Subject to conditions of approval, including requirements for provision of utilities and requirement addressing drainage, the development will have adequate utility and drainage facilities.

- G. *The noise, air, and water pollutants caused by the development do not have an adverse effect upon surrounding areas, public utilities, or the city as a whole.*

**APPLICANT'S RESPONSE** The Hillcrest PD is expected to generate noise, air, and water impacts similar to those of a typical residential development and will comply with all applicable City, state, and federal regulations related to these impacts. Additionally, the planned modifications to the Hillcrest PD layout will improve the site's capacity for on-site stormwater management and enhance the protection of natural drainage features. This criterion is met.

**FINDING: SATISFIED WITH CONDITIONS.** The proposed development is residential use. Subject to conditions of approval, there will be adequate utilities. There are not substantially different impacts than the current approval.

### **Chapter 17.03. General Provisions (PDA 1-24 and S 3-24)**

[...]

#### 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.*

[...]

**APPLICANT'S RESPONSE** The purpose of this application is to modify the layout for the remaining phases of the Hillcrest PD to ensure the highest likelihood that residential homes will be constructed on site and to serve the needs of McMinnville's growing population. Compliance with the provisions of Chapter 17.03 is detailed in this written narrative.

**FINDING: SATISFIED WITH CONDITIONS.** Based on compliance with the applicable criteria, development standards, and conditions of approval, the proposed plan and terms of approval are consistent with the purpose of Chapter 17.03.

**Chapter 17.11. Residential Design and Development Standards (PDA 1-24)**

*17.11.110. Planned Development Residential Design and Development Standards. Chapter 17.51 of the McMinnville Municipal Code allows for planned development overlays in McMinnville as a means of providing greater flexibility and greater freedom of design in the development of land than may be possible under strict interpretation of the provisions of the zoning ordinance. McMinnville encourages residential planned developments as a means of achieving the City's adopted Great Neighborhood Principles.*

**APPLICANT'S RESPONSE** The Planned Development Residential Design and Development Standards of this chapter were adopted in 2022 as part of Ordinance 5113. This application is for a PD Amendment to Hillcrest PD approved by Ordinance 5024 in 2017, predating the adoption of City's Great Neighborhood Principles and the standards of this chapter. While this PD Amendment is not subject to new standards enacted since the adoption of Ordinance 5024, Applicant has made considerable efforts to incorporate the Great Neighborhood Principles and related site development standards that were enacted after Ordinance 5024. The currently planned PD amendment substantially improves conformance with the City's Great Neighborhood Principles as detailed in the written narrative below.

**APPLICANT'S 10/23/2024 SUPPLEMENTAL RESPONSE** Scenic views. The preservation of scenic views is identified in Section 17.11.110.B.2 (Ord. 3380) and within City of McMinnville Ord. 4132.

Ord. 3380, 17.11.110.B.2. The City of McMinnville adopted Residential Design and Development Standards in April 2022, upon passage of Ord. 5113. These standards were not in place in 2017 when the planned development was most recently approved for the subject site.

Per 17.11.011, the standards in Chapter 17.11 apply to, "all new housing construction, residential conversions, and new additions that comprise 50% or more of the structure." Applicant has worked to implement the Great Neighborhood Principles into this amendment to the extent practical given special physical site conditions and in consideration of existing development that has already occurred in prior phases of the PD and adjacent the site.

17.11.110.B.2. aspires to locate and orient public and private open spaces and streets to take advantage of views of natural features and landscapes. As demonstrated in Applicant's submittal materials, this amendment includes ±15-acres of additional parks and open spaces compared to the approval in Ord. 5024, and which are located along natural drainageways, near wetland areas, and near upper elevation portions of the site, affording good access to natural features and scenic views, consistent with this principle.

The location of streets has been designed to accommodate the logical extension of vehicle and pedestrian access from existing development at the perimeter of the site, to complement existing site topography, and to minimize disturbance to geotechnically sensitive areas of the site. The planned street layout serves to promote this principle (Scenic Views) by accommodating public and private open spaces that can be located along natural features and in areas with good views. For these reasons, the City can find that this principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** The flexibility in the proposal allows for balancing of issues, including changes from the current planned development approval to balance residential development, avoidance of jurisdictional wetlands/waters, avoidance of hazards and geologic features, and provision of active and passive open space.

## A. Guiding Principles.

*A1. Appropriate site size and scale. Small to medium sites (10,000 square feet to 40,000 square feet) should act as infill sites and respond to the surrounding neighborhood in scale, character, building design, details and materials. Large sites (over 40,000 square feet) should provide a variety of housing types, centralized common open space, and an interconnected system of streets and pathways that connect to the surrounding neighborhood.*

**APPLICANT'S RESPONSE** The remaining phases of the Hillcrest PD comprises ±106.3 acres, qualifying as a "large site." This PD Amendment includes ±392 residential lots and 17 private open space and pedestrian access tracts spanning ±13.0 acres, which provide significantly enhanced connectivity throughout the Hillcrest PD and surrounding neighborhood than that in Ordinance 5024. Although the remaining phases of the Hillcrest PD subdivision are planned to comprise exclusively single-family detached home lots, previous phases of the Hillcrest PD include multiple-family homes, which together satisfy the City's goal for a mix of housing types while acknowledging development limitations in this area. This guiding principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** The application is comparable to the current plan in terms of street and pathway connectivity, it provides open space tracts for these phases where the previous plan had no open space tracts for these phases. The applicant is no longer proposed the 43 townhouse lots. However, with the October 23, 2024 submittal, the proposed includes a minimum of 43 multi-generational housing lots, each with a primary and attached secondary unit.

*A2. Livability. Residential Planned Developments should contribute to a livable neighborhood by incorporating visually pleasing design, minimizing the impact of vehicles, emphasizing pedestrian and bicycle connections, and providing public and private open spaces for outdoor use.*

**APPLICANT'S RESPONSE** The planned PD amendments significantly increase the amount of open space and pedestrian connectivity with 17 private open space and pedestrian access tracts spanning ±13.0 acres (compared to approximately 1.0 acres in Ordinance 5024). This guiding principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** The application is comparable to the current plan in terms of street and pathway connectivity, it provides open space tracts for these phases where the previous plan had no open space tracts for these phases.

*A3. Compatibility. Residential Developments should have a scale that is appropriate for the surrounding neighborhood and maintains the overall residential character of McMinnville.*

**APPLICANT'S RESPONSE** As detailed in this written narrative, the planned PD amendments are relatively minor and do not materially change the scale or character of the neighborhood compared with Ordinance 5024. A substantial increase in parks and opens spaces in this PD Amendment will provide greater opportunities for social interactions, will provide better integration of trees and natural spaces into the neighborhood, and will improve the overall character of the neighborhood. Finally, because the planned PD amendments largely maintain the approved density in Ordinance 5024 (planned density is two lots fewer), the City can find the planned PD Amendment is appropriate for the surrounding neighborhood and will maintain the overall residential character of the City. This guiding principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** The development is comparable to the existing development with number of lots, but provides additional open space tracts. Homes to be developed on the lots will be subject to the City's clear and objective residential design and development standards consistent with state law.

*A4. Safety and Functionality. Developments should be safe and functional, by providing visibility into and within a residential development and by creating a circulation system that prioritizes bicycle and pedestrian safety.*

**APPLICANT'S RESPONSE** The application provides safe and functional circulation through the site and to surrounding neighborhoods as shown on the Preliminary Circulation Plan in Exhibit A. Pedestrian connectivity is enhanced through the provision of 17 private open space and pedestrian access tracts spanning ±13.0 acres. This guiding principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** The proposed amendment doesn't differ significantly in these respects from the current approval.

*A5. Enduring quality. Residential Planned Developments should incorporate design and building practices that promote the economic, ecological, and aesthetic environment of McMinnville, such as energy conservation, preservation of trees and open space, and quality building materials.*

**APPLICANT'S RESPONSE** The planned PD amendments provide enhanced protection of trees, open space, and natural features through the inclusion of ±13.0 acres of open space. The open spaces are designed to not only preserve but also promote the creeks and natural drainageways that traverse the site and encourage community engagement with the environment as shown on the Preliminary Community Amenity Plan in Exhibit A. Finally, Applicant anticipates that new homes will incorporate sustainable design and building practices to increase energy conservation. This guiding principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** The proposed amendment substantially avoids jurisdictional wetlands and waters and provides open space tracts. It is comparable to the current approval with respect to other features on site. The homes will be subject to the City's clear and objective standards consistent with state law.

*B. Required Elements, Great Neighborhood Principles. All residential planned developments shall meet the Great Neighborhood Principles as identified below.*

*B1. Natural Feature Preservation. Neighborhoods shall be designed to preserve significant natural features including, but not limited to, watercourses, sensitive lands, steep slopes, wetlands, wooded areas, and landmark trees.*

**APPLICANT'S RESPONSE** The planned PD amendments included in this application are necessary following the discovery of geotechnical conditions and on-site natural resources features that were not known or considered in Ordinance 5024; the result is superior preservation of natural features/resources compared with Ordinance 5024. Approximately 13.0 acres of open space is located to protect and provide enjoyment of the natural drainageways traversing the site, as shown on the Preliminary Community Amenity Plan in Exhibit A. This principle is met.

**Note:** *The applicant has provided supplemental information in the October 23, 2024 submittal addressing this Principle and Ordinance 4132.*

**FINDING: SATISFIED WITH CONDITIONS.** Based on the findings provided above and in the October 23, 2024 submittal, and conditions of approval, this principle is satisfied with conditions.

*B2. Scenic Views. Public and private open spaces and streets shall be located and oriented to capture and preserve scenic views, including, but not limited to, views of significant natural features, landscapes, vistas, skylines, and other important features.*

**APPLICANT'S RESPONSE** As shown on the Preliminary Community Amenity Plan in Exhibit A, the planned PD amendments include ±13.0 acres of open space located to protect and provide enjoyment of the natural drainageways traversing the site, increase pedestrian connectivity, and provide common open space for the community to enjoy. The common open space will provide opportunities to enjoy scenic views of both the natural features on site and vistas beyond the Hillcrest PD. This principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** Based on the findings provided above and in the October 23, 2024 submittal, and conditions of approval, this principle is satisfied with conditions.

*B3. Parks and Open Spaces.*

- a. Parks, trails, and open spaces shall be provided at a size and scale that is variable based on the size of the proposed development and the number of dwelling units.*
- b. Central parks and plazas shall be used to create public gathering spaces where appropriate.*
- c. Neighborhood and community parks shall be developed in appropriate locations consistent with the policies in the Parks Master Plan.*

**APPLICANT'S RESPONSE** As shown on the Preliminary Community Amenity Plan in Exhibit A, the planned PD amendments include ±13.0 acres of open space that has been located to protect and provide enjoyment of the natural drainageways traversing the site, increase pedestrian connectivity, and provide community gathering spaces. This principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** The applicant is proposing privately maintained parks and open spaces consistent with this principle. There are no public parks proposed in this area in the parks plan.

*B4. Pedestrian Friendly.*

- a. Neighborhoods shall include a pedestrian network that provides for a safe and enjoyable pedestrian experience, and that encourages walking for a variety of reasons including, but not limited to, health, transportation, recreation, and social interaction.*
- b. Pedestrian connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces, and shall also be provided between streets that are disconnected (such as cul-de-sacs or blocks with lengths greater than 400 feet).*

**APPLICANT'S RESPONSE:** As shown on the Preliminary Circulation Plan in Exhibit A, the planned PD amendments provide a system of mid-block pedestrian and bicycle paths throughout the remaining phases of the Hillcrest PD subdivision. The planned network of on-street and mid-block pedestrian and bicycle connections, in conjunction with additional on-site parks and open spaces, create more and more convenient opportunities for walking and biking in the neighborhood. This principle is met.

**APPLICANT'S 10/23/2024 SUPPLEMENTAL RESPONSE:** The current layout maintains substantially the same block configuration for that area of the site east of the intersection of W 2nd St/Road D and reduces the length of the reconfigured block perimeters west of that intersection (see Attachment 3). In their decision in 2017, both the Planning Commission and



City Council found that an exception to the standard block length requirement in 17.53.103.B was justified due to the topography and natural drainageways on site. Subsequently, the City can find that the current layout equally or better justifies this exception.

Section 17.11.110.B.4-6 were not in place during the approval of the 2017 plan. These standards seek to promote the same connectivity objectives as 17.53.103.B. and state the following...

As illustrated by Applicant's Preliminary Circulation Plan (included in Applicant's submittal materials), the planned pedestrian network comprises sidewalks in the public rights-of-way, mid-block pedestrian connections, and pedestrian connections located within parks and open space areas.

Subsequently, this planned network of pedestrian improvements promotes walking for transportation, recreational, and social engagement purposes as outlined in a. above. Further, while no commercial areas or schools are within the vicinity of the subject site, planned pedestrian facilities connect with existing parks (e.g., West Hills Neighborhood Park) as well as planned parks and open spaces on site. Finally, and consistent with the 2017 approval, pedestrian connections are provided between all but one of the planned cul-de-sac streets. Together with the City's 2017 approved exception to the block length/perimeter standards, the City can find that these standards, which seek to promote walkability, are met with the current plan.

**FINDING: SATISFIED WITH CONDITIONS.** Based on the findings provided above and conditions of approval, this principle is satisfied with conditions. A condition of approval is also included to provide for additional future pedestrian connectivity from open space tracts to abutting properties.

*B5. Bike Friendly.*

- a. *Neighborhoods shall include a bike network that provides for a safe and enjoyable biking experience, and that encourages an increased use of bikes by people of all abilities for a variety of reasons, including, but not limited to, health, transportation, and recreation.*
- b. *Bike connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces.*

**APPLICANT'S RESPONSE** As shown on the Preliminary Street Plan Overview with Road Grade in Exhibit A, the planned PD amendments include street realignment, which decreases the number of street sections that exceed a 12 percent grade and will support an enhanced bicycle network. Moreover, a well-connected network of on-street and mid-block bicycle connections will improve convenience for bicyclists. This principle is met.

**APPLICANT'S 10/23/2024 SUPPLEMENTAL RESPONSE** As illustrated by Applicant's Preliminary Street Plan (included in Applicant's submittal materials), the planned bicycle network comprises 14-foot-wide shared vehicle/bicycle lanes within all planned local and neighborhood connector streets, mid-block pedestrian/bicycle connections, and pedestrian/bicycle connections located within parks and open space areas. Subsequently, this planned network of bicycle improvements promotes bicycling for health, transportation, and recreational purposes as outlined in a. above.

Although no commercial areas or schools are within the vicinity of the subject site, planned bicycle facilities connect with existing parks (e.g., West Hills Neighborhood Park), planned parks and open spaces on site as well as existing public streets and bicycle facilities abutting the subject site. With the City's 2017 approved exception to the block length/perimeter standards,

the City can find that these standards, which seek to promote bicycling, are met with the current plan

**FINDING: SATISFIED WITH CONDITIONS.** Based on the findings provided above, this principle is satisfied with conditions. A condition of approval is also included to provide for additional future pedestrian connectivity from open space tracts to abutting properties.

*B6. Connected Streets.*

- a. *Streets shall be designed to function and connect with the surrounding built environment and the existing and future street network, and shall incorporate human scale elements including, but not limited to, Complete Streets features as defined in the Comprehensive Plan, grid street networks, neighborhood traffic management techniques, traffic calming, and safety enhancements.*
- b. *Streets shall be designed to encourage more bicycle, pedestrian and transit mobility with a goal of less reliance on vehicular mobility.*

**APPLICANT'S RESPONSE** As shown on the Preliminary Circulation Plan in Exhibit A, streets have been designed to respect the topography of the site while providing connections to existing phases of the Hillcrest PD and future development areas north and west of the site. Mid-block pedestrian and bicycle connections in several locations throughout the site encourage walking and bicycling and reduce reliance on automobile trips. Streets are designed according to the City's local residential street standards and feature two 14-foot-wide travel lanes intended to accommodate vehicles, bicycles, and on-street parking and a 5-foot-wide sidewalk and 4.5-foot-wide landscape strip with a 0.5-foot curb on either side of the roadway. This street design and network of multimodal on-site facilities encourage walking and bicycling while accommodating the needs of motor vehicles. This principle is met.

**APPLICANT'S 10/23/2024 SUPPLEMENTAL RESPONSE** As shown on the Preliminary Circulation Plan in Applicant's submittal, streets have been designed to respect the topography of the site while providing connections to existing phases of the Hillcrest PD and future development areas north and west of the site. Mid-block pedestrian and bicycle connections in several locations throughout the site encourage walking and bicycling and reduce reliance on automobile trips. Tract I serves dual purpose as a pedestrian mid-block connection and provides secondary emergency vehicle access between Loop A and Canyon Creek Drive. Streets are designed according to the City's local residential street standards and feature two 14-foot-wide travel lanes intended to accommodate vehicles, bicycles, and on-street parking, and a 5-foot-wide sidewalk and 4.5-foot-wide landscape strip b on either side of the roadway.

This street design and network of multimodal on-site facilities encourages walking and bicycling, reduces reliance on vehicles, and accommodates the needs of motor vehicles. With the City's 2017 approved exception to the block length/perimeter standards, the City can find that these standards, which seek to promote neighborhood connectivity, are met with the current plan.

**FINDING: SATISFIED WITH CONDITIONS.** Based on the findings provided above, this principle is satisfied with conditions. A condition of approval is also included to provide for additional future pedestrian connectivity from open space tracts to abutting properties. The street network and connectivity is comparable to the existing approval, and flexibility to block length and perimeter standards was previously approved due to topography, and the plan provides for avoidance of jurisdictional wetlands and waterways on site.

**B7. Accessibility.**

- a. *To the best extent possible all features within a neighborhood shall be designed to be accessible and feature elements and principles of Universal Design.*
- b. *Design practices should strive for best practices and not minimum practices.*

**APPLICANT'S RESPONSE** The planned PD amendments include street realignments as necessary to avoid sensitive areas of the site. The redesign of the street network results in fewer street segments (when compared to Ordinance 5024) that have grades in excess of 12 percent, which improves accessibility. This principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** this principle is satisfied with conditions. In addition, there is a condition of approval requiring approval of a plan for the open space tracts which will provide an opportunity to address accessible features.

**B8. Human Scale Design.**

- a. *The size, form, and proportionality of development is designed to function and be balanced with the existing built environment.*
- b. *Buildings include design elements that promote inclusion and interaction with the right-of-way and public spaces, including, but not limited to, building orientation towards the street or a public space and placement of vehicle-oriented uses in less prominent locations.*
- c. *Public spaces include design elements that promote comfortability and ease of use at a human scale, including, but not limited to, street trees, landscaping, lighted public areas, and principles of Crime Prevention through Environmental Design (CPTED).*

**APPLICANT'S RESPONSE** As outlined above, the planned PD amendments maintain consistency with the scale and design of the constructed phases of the Hillcrest PD and significantly enhance opportunities for recreation and socialization through the inclusion of 17 parks and open space tracts over more than 13 acres of the site. Pedestrian and bicycle connections located in many of these tracts promote walking and biking. As shown in Exhibit A, all open spaces are located adjacent to public rights-of-way or are visible from a public right-of-way. Where necessary, lighting will be provided to ensure these areas are visible and safe during the evening. This principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** Based on the findings provided above, this principle is satisfied with conditions. In addition, there is a condition of approval requiring approval of a plan for the open space tracts which will provide an opportunity to address this principle.

**B9. Mix of Activities.**

- a. *Neighborhood destinations including, but not limited to, neighborhood-serving commercial uses, schools, parks, and other community services, shall be provided in locations that are easily accessible to surrounding residential uses.*
- b. *Neighborhood-serving commercial uses are integrated into the built environment at a scale that is appropriate with the surrounding area.*
- c. *Neighborhoods are designed such that owning a vehicle can be optional.*

**APPLICANT'S RESPONSE** As shown in Exhibit A, the planned PD amendments include more than 13 acres of parks and open space areas that will be used to provide mid-block pedestrian

and bicycle connectivity, dog parks, walking trails, and open lawn areas. This mix of amenities is in addition to the Hillcrest regional park previously constructed in Phase 1 and together will provide recreational opportunities for a broad range of user groups. The application does not include any commercial uses. This principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** The proposed amendment is for changes to the development of the property which was previously approved for exclusively residential development. The proposed amendment doesn't request the addition of commercial use. The proposed amendment adds open spaces tracts and passive and active recreational use.

*B10. Urban-Rural Interface. Buffers or transitions in the scale of uses, buildings, or lots shall be provided on urban lands adjacent to rural lands to ensure compatibility.*

**APPLICANT'S RESPONSE** The City's application of the R-2 zoning designation for the subject site was chosen, in part, to facilitate a smooth transition between urban and rural areas as suggested by this principle. The planned PD amendments include ±392 residential homes at a density of ±4.6 units per acre, which complies with the density requirements for the R-2 zoning district and all other relevant standards, as addressed in this written narrative. This principle is met.

**FINDING: SATISFIED.** The proposed amendment is not significantly different than the current plan regarding residential development abutting rural lands outside the UGB.

*B11. Housing for Diverse Incomes and Generations. A range of housing forms and types shall be provided and integrated into neighborhoods to provide for housing choice at different income levels and for different generations.*

*B12. Housing Variety.*

- a. Neighborhoods shall have several different housing types.*
- b. Similar housing types, when immediately adjacent to one another, shall provide variety in building form and design.*

**APPLICANT'S RESPONSE** The constructed phases of the Hillcrest PD contain a mix of housing types including a 68-unit multi-family housing complex and a variety of single-family homes. The planned PD amendments include ±392 new single-family detached homes on lots ranging in size from ±5,000 to ±28,193 square feet. The varying lot sizes will cater to a broad spectrum of housing needs across different age groups and income levels and provide needed housing for existing and future residents of the City at a density of ±4.6 units per acre. The project will also incorporate a variety of building styles and designs. These principles are met.

**APPLICANT'S 10/23/2024 SUPPLEMENTAL RESPONSE** Housing variety standards are contained in McMinnville Ord. 3380, Section 17.11.110.B.11. and 12.

The City of McMinnville adopted Residential Design and Development Standards in April 2022, with the passage of Ord. 5113. These standards were not in place in 2017 when the planned development was most recently approved for the subject site. The purpose of these standards is to, "permit a wide variety of housing types while maintaining the character and values of McMinnville...The proposed housing types range in size, affordability, and configurations, including attached and detached dwellings..."

Applicant has worked to implement these principles into the current amendment as follows:

• **17.11.110.B.11. Housing for Diverse Incomes and Generations. A range of housing forms and types shall be provided and integrated into neighborhoods to provide for housing choice at different income levels and for different generations.**

McMinnville's 2023 HNA finds that 4,657 new housing units are needed to accommodate anticipated population growth in McMinnville through 2043. Of this total housing need, more than 55 percent (2,561 homes) of the demand is expected to be for single-family detached home types. To meet projected housing demand, the 2023 HNA recommends that future development on buildable land in the R-2 zoning district should occur at a minimum density of 4.4 dwellings per acre. The 2023 HNA acknowledges Applicant's property as one of the largest R-2 zoned parcels within the City and with buildable land that could accommodate needed housing. The planned amendments included in this application would provide 435 new residential dwellings across 392 lots at a density of  $\pm 5$  dwellings per acre and directly addresses that need identified in the 2023 HNA.

The City's Comprehensive Plan calls for a mix of housing types; however, it also specifically recognizes those areas with mapped development limitations such as steep slopes, stream corridors, natural drainage ways, and wetlands as the appropriate areas to accommodate low density residential development. For these reasons, Applicant proposes a mix of single-family detached and multi-general housing types throughout the remaining phases of the Hillcrest PD subdivision. Together with multi-family and two-family homes developed in prior phases of the Hillcrest PD, the City's goal for a mix of housing types on this relatively constrained site can be realized.

Applicant intends to develop the subdivision as well as construct the future homes on lots in each of the nine planned phases of the amended planned development/subdivision. Currently, Applicant is considering 9 distinct floor plans (with 27 distinct exterior elevations) for the property, with homes ranging in size from  $\pm 1,900$  square feet to  $\pm 3,400$  square feet. Planned multi-generational homes will range in size from between 550- and 770 square feet. New homes are planned to comprise a mix of one- and two-stories and will include an attached 2- or 3-car garage. Of the total 435 new homes that are planned for the site,  $\pm 72$  percent will comprise floor plans with a primary (master) bedroom on the main level and 10 percent will comprise multi-generational (homes with an attached ADU) home floor plans. Planned homes are expected to range in sale price by more than \$200,000 across the various home plans.

The planned mix of one- and two-level homes, across single-family detached and multi-generational homes, that will be offered in a wide range of sizes, many with main floor bedrooms, ensures that new homes are available to buyers across a range of income levels and in various stages of life.

Moreover, Applicant has selected home plans that are complementary to existing homes nearby and to ensure that future phases of the Hillcrest Planned Development fit seamlessly within the existing community

**17.11.110.B.12. Housing variety. a) Neighborhoods shall have several different housing types; and b) Similar housing types, when immediately adjacent to one another, shall provide variety in building form and design.**

As stated previously, this Application seeks approval to amend a planned development/subdivision that was most recently approved in 2017 (Ord. 5028). Three phases of the Hillcrest Planned Development have been platted and new homes have been constructed. Prior phases include a mix of single-family, two-family, and multi-family homes.

The current application seeks to replace 43 lots (in the former Northridge Phase) that were intended for single-family attached homes with 43 multi-generational homes located throughout the planned 9 phases of development.

The driving force behind this modification application is the desire to move forward with a plan that is constructable, given area-specific site constraints. After a robust analysis of site characteristics, including slopes, soils, and geotechnical conditions, it was determined that the prior layout was not financially viable. The layout was modified to avoid the most constrained areas of the site and results in a plan that is financially viable, achieves the City's housing needs and desire for generational living across a variety of incomes and housing types, while providing open space and other opportunities for social interaction.

**FINDING: SATISFIED WITH CONDITIONS.** Earlier phases of the Planned development included apartments. The current Planned Development approval includes 43 townhouse lots within the remaining phases. The applicant is requesting an amendment that would not liner include the 43 townhouse lots. As addressed in the applicant's October 23, 2024 submittal, and addressed as a condition of approval, there will be 43 lots for multi-generational homes, with a primary and attached secondary unit.

*B13. Unique and Integrated Design Elements. Residential Planned Developments shall be encouraged to have:*

- a. Environmentally friendly construction techniques, green infrastructure systems, and energy efficiency incorporated into the built environment.*
- b. Opportunities for public art provided in private and public spaces.*
- c. Neighborhood elements and features including, but not limited to, signs, benches, park shelters, streetlights, bike racks, banners, landscaping, paved surfaces, and fences, with a consistent and integrated design that are unique to and define the neighborhood.*

**APPLICANT'S RESPONSE** The purpose of this modification application is to modify the approval in Ordinance 5024 to better protect geologically sensitive areas of the site, wetlands, and other on-site natural resources. Further, Applicant anticipates that they will construct a majority, if not all, future homes on the site, and such homes are anticipated to be constructed using environmentally friendly materials, appliances, and building practices. Neighborhood elements will be designed to complement the existing design of previously constructed phases of the Hillcrest PD. This principle is met.

**FINDING: SATISFIED WITH CONDITIONS.** The proposal includes open space tracts and passive and active recreational opportunities. Conditions of approval require submittal of a landscape plan for review of the open space tracts, which will provide opportunities to incorporate features.

*C. Required Elements, Common Open Space. All Residential Planned Developments over four units shall meet the fundamental and supplemental requirements for Common Open Space.*

*C1. Characteristics.*

- a. Common open spaces offer residents social and health benefits while also defining and bringing character to a development.*
- b. Common open spaces may include shared recreational facilities such as play areas, sports fields, or swimming pools; rooftop decks that prompt interaction and include shared amenities such as grills, play space, or seating.*

## C2. Guiding Principles.

- a. *Common open space should be appropriately located so users feel safe and residents take ownership and responsibility for the shared space.*
- b. *The design should consider its relationship to units, entries, and windows, as well as how landscaping, or other barriers, may impact sight corridors.*
- c. *Common open spaces should have clear intended uses with visual cues to inform users as to the desired function.*
- d. *Avoid large, hard-surfaced, or landscaped areas that lack furnishings or other design elements suggesting specific activities.*
- e. *Break down large spaces into smaller, comfortable outdoor rooms using fencing or low walls, furnishings, and lighting, building placement, and plantings.*
- f. *Sensitive design will produce greater benefits than expensive materials or furnishings and certainly more options for use than large undefined open areas*

**APPLICANT'S RESPONSE** The planned PD amendments include 17 parks and open space as well as pedestrian access tracts spanning  $\pm 13.0$  acres. These parks and open spaces offer safe, accessible, and natural open space amenities that will encourage socialization and will provide opportunities for recreation as advocated by the guiding principles above.

**FINDING: SATISFIED WITH CONDITIONS.** The proposal includes open space tracts and passive and active recreational opportunities. Conditions of approval require submittal of a landscape plan for review of the open space tracts, which will provide opportunities to address these principles.

## C3. Fundamental Requirements.

- a. *A common open space shall be provided that is centrally located and designed with a clear function that enhances the livability of residents in the planned development. These functions shall include passive and active uses. The open space shall be accessible to all residents and if possible be fronted by clearly defined unit entrances. The common open space shall serve as the focus of surrounding buildings. Entries and windows shall face the common open space to provide informal surveillance. Common open space shall be accessible to all residents.*

**APPLICANT'S RESPONSE:** The completed phases of the Hillcrest PD include a  $\pm 7$ -acre neighborhood park that serves as the main common open space for the Hillcrest PD per Ordinance 5024. The planned PD amendments add more than  $\pm 13.0$  acres of parks and open space above that approved in Ordinance 5024. As shown on the Preliminary Community Amenity Plan in Exhibit A, these common open spaces are integrated throughout the site to increase accessibility to all residents and offer a range of activities to suit a wide range of user groups. This requirement is met.

**FINDING: SATISFIED WITH CONDITIONS.** The proposed amendment adds common open spaces of different sizes and configurations. The park serves the entire area, and as such is designed so as to not be focused on the exclusive use of only the abutting homes.

- b. *Common open space shall be a minimum of 15 percent of the planned development. Passive open space shall not be more than 5 percent of the planned development.*

**APPLICANT'S RESPONSE:** As enumerated above, this application is for a PD Amendment to Hillcrest PD approved by Ordinance 5024 in 2017 and predates the adoption of City's Great Neighborhood Principles and the standards of this chapter. While this PD Amendment is not subject to new standards enacted since the adoption of Ordinance 5024, Applicant has made considerable efforts to incorporate the Great Neighborhood Principles and related site development standards that were enacted after Ordinance 5024, including these common open space requirements.

The completed phases of the Hillcrest PD currently include  $\pm 7.1$  acres of active open space, primarily within the neighborhood park known as West Hills Neighborhood Park. This open space comprises  $\pm 11.9$  percent of the net developable area of these completed phases. As approved, Ordinance 5024 would add only  $\pm 1.0$  acre of open space. The planned PD amendments include new parks and open spaces that will add more than  $\pm 13.0$ -acres of parks and open to the site. Planned open space equals  $\pm 15.3$  percent of the net developable area of the subject site. Planned active use areas make up  $\pm 4.3$  acres ( $\pm 5.1$  percent) of the subject site and will include activities such as pedestrian paths, trails, a dog park, and open lawns for programmed and spontaneous activities. Planned passive use areas will occupy  $\pm 8.7$  acres ( $\pm 10.3$  percent) of the site and include areas that preserve natural features and create opportunities for scenic vistas and community enjoyment of nature.

With the planned PD Amendment, the overall Hillcrest PD will provide  $\pm 20.1$  acres of open space ( $\pm 13.9$  percent of the total net developable area) including  $\pm 11.4$  acres of active open space ( $\pm 7.9$  percent) and  $\pm 8.6$  acres of passive open space ( $\pm 6.0$  percent).

Because prior phases of the Hillcrest PD have been constructed prior to this open space standard and because of the need to achieve the planned residential density to make it feasible to move forward with the project, achieving 15 percent open space and 10 percent active open space is not practicable.

While this principle does not apply, the Applicant has made significant effort to incorporate more passive and active open spaces into the site. The planned PD amendments represent a more than 1,200 percent increase in passive and active open space on this site (compared with Ordinance 5024). Although the planned PD amendments do not meet this requirement, conformance with this has been increased significantly; the current application includes  $\pm 1,200$  percent more open space than Ordinance 5024.

**FINDING: SATISFIED WITH CONDITIONS.** The proposal includes open space tracts and passive and active recreational opportunities that were not part of the previous approval. The previous plan didn't include any common tracts for these phases. The findings provided by the applicant demonstrate compliance with this principle.

- c. *When vehicular areas are located between dwellings and common open space, clearly defined pathways shall be provided to enhance pedestrian safety.*

**APPLICANT'S RESPONSE:** As shown in Exhibit A, in locations where vehicular areas are located between future dwellings and open spaces, clearly defined pathways have been provided. This requirement is met.

**FINDING: SATISFIED WITH CONDITIONS.** The findings provided by the applicant demonstrate compliance with this principle. In addition, pedestrian connectors and intersections at streets and open spaces will provide for clearly defined pedestrian facilities.



- d. *Pathway surface shall be clearly marked and differentiated from the vehicular area with paint or alternative paving material.*

**APPLICANT'S RESPONSE:** Pathway surfaces will be clearly marked and differentiated from the vehicular areas on site. This requirement is met.

**FINDING: SATISFIED.** This criterion is satisfied.

- e. *Common open space shall have a minimum dimension of 20 feet at the narrowest part.*

**APPLICANT'S RESPONSE:** Common open spaces will exceed the minimum dimension of 20 feet across the site as shown on the Preliminary Subdivision Plat in Exhibit A. This requirement is met.

**FINDING: SATISFIED.** This criterion is satisfied. See finding above and below.

- f. *Walkways are required between dwellings and common open space.*

**APPLICANT'S RESPONSE:** Walkways will be provided throughout common open space, as practicable while ensuring preservation of the relatively steep slopes and natural resources, as shown on the Preliminary Community Amenity Plan in Exhibit A. This requirement is met.

**APPLICANT'S 10/23/2024 SUPPLEMENTAL RESPONSE:** The completed phases of the Hillcrest PD include a  $\pm 7$ -acre neighborhood park that is centrally located and designed to enhance the livability of residents in this PD. This amendment create  $\pm 15$ -acres of additional parks and open space across 17 new discrete parks and open space areas. The  $\pm 22$  total acres of planned parks and open space represents  $\pm 17$  percent of the developable area ( $\pm 126$ -acres) of the site. Approximately 7 percent of the development area includes areas dedicated to passive open spaces and approximately 10 percent of the development area is dedicated to areas for active recreation (see Attachment 4).

Although the standard above states that passive open space areas shall not exceed 5 percent, Applicant believes the intent of this standard is to ensure that a minimum of 10 percent of the area be set aside for active recreational uses, which Applicant has demonstrated. In the event that the City disagrees, Applicant can revise their plans to remove  $\pm 2.5$  acres of passive open space to achieve a maximum of 5 percent passive open space.

All common open space areas have a minimum dimension greater than 20-feet. Vehicular areas are located between future dwellings and Tracts A, B, E, F, L, N, P, Q, and Tract R.

In each of these cases, clearly defined pedestrian access across these vehicular areas will be provided. The City can find that the fundamental requirements for common open space, as expressed above, are met.

**FINDING: SATISFIED WITH CONDITIONS.** The findings provided by the applicant demonstrate compliance with this principle.

- C4. *Supplemental Requirements. Provide at least four of the options listed below.*

- a. *Provide opportunities for formal and informal recreational use by residents of all ages. This could be a shared recreational facility including sport fields, play structure, bike track, courts, swimming pool, or other options.*

- b. Provide tall deciduous trees for summer shade and winter solar access. When possible, preserve and incorporate large existing trees at least 9 inches in diameter as a focal point of open spaces.
- c. Enhance the usability of the space through the inclusion of elements including seating, outdoor lighting, weather protection and/or shade structures, and art, among other features.
- d. Incorporate landscaping that receives at least 50 percent of its irrigation from harvested rainwater.
- e. Provide opportunities for food cultivation. Include a community garden and/or incorporate cultivated species into the landscaping.

**APPLICANT'S RESPONSE** As detailed in the Preliminary Community Amenity Plan in Exhibit A, opportunities for formal and informal recreation use by residents of all ages is provided throughout the remaining phases of the Hillcrest PD to a substantially greater degree as compared to Ordinance 5024. Additional open spaces provide opportunities for enhanced tree preservation as well as provide appropriate places to site benches, fire pits, and other community amenities. Drought tolerant and/or low water demanding landscaping will be used throughout the site. Therefore, the application incorporates elements a. through d. above. The supplemental requirements are met.

**FINDING: SATISFIED WITH CONDITIONS.** The proposal includes open space tracts and passive and active recreational opportunities. Conditions of approval require submittal of a landscape plan for review of the open space tracts, which will address these principles.

#### D. Supplemental Elements, Consideration.

##### D1. Modular Block Layouts.

[...]

##### D2. Block Lengths.

[...]

D3. *Partial alley at the end of a block. A partial alley is where an alley is used to provide access to parking at the rear of lots, in lieu of driveways located at the front of the lot (see Figure, Partial Alley Block). Turnarounds are not required for partial alleys.*

[...]

D4. *Usable Side Yard Setback. Optional for Tiny Homes, Plexes, and Single Dwellings in Residential Planned Developments. A usable side yard setback development is where dwelling units sharing street frontage are shifted to one side of their lot, to within 3 feet of the property line. This provides for greater usable yard space on each lot. These developments require that the planning for all house locations be done at the same time.*

[...]

**APPLICANT'S RESPONSE** The supplemental elements provided in this subsection were considered but are not feasible given the topography and natural resources present throughout the site.

**APPLICANT'S 10/23/2024 SUPPLEMENTAL RESPONSE** Existing and planned open spaces will comprise a mix of opportunities for formal and informal recreational use. Formal recreational opportunities are provided at: the West Hills Neighborhood Park which includes a playground, benches, and walking paths; at a planned park in Tract F, which will include a playground, a fire pit, picnic benches, and trails; within two new dog parks planned in Tracts E and L; within a community garden in Tract N; and, throughout the numerous mid-block pedestrian accessways that connect pedestrian and bicycle facilities within the public right-of-way to other areas of the community via the several open space areas on site (see preliminary circulation plan in Applicant's submittal materials).

Informal recreational opportunities are provided within open spaces in Tracts A, B, D, N, R, and Tract Q.

As above, planned grading is anticipated to require tree removal throughout the site. Efforts will be made to preserve significant trees where possible. Where tree preservation cannot be accommodated, Applicant is committed to replacing trees as detailed in our proposed draft tree replacement condition of approval above.

The usability of open spaces will be enhanced through the inclusion of features such as dog parks, fire pits, playground equipment, benches, and walking paths. Applicant intends to incorporate cultivated species into the site landscaping via two new community gardens; one that is planned to be located in Tract N, and a second whose location will be chosen after additional community input.

The City can find that the application satisfies the minimum 4 of these supplemental requirements for common open space, as expressed above.

**FINDING: SATISFIED WITH CONDITIONS.** Consistent with the previous approvals, the proposed amendment includes flexibility to the block length and perimeter standards due to topography. To help mitigate this, the proposal includes mid-block pedestrian crossings comparable to the previous approval.

### **Chapter 17.15. R-2 Low Density, 7000 SF Lot Residential Zone (PDA 1-24 & S 3-24)**

#### *17.15.010 Permitted Uses.*

*In an R-2 Zone, the following uses and their accessory uses are permitted:*

*A. Tiny Houses, Site built single detached dwelling and Class A mobile home subject to the following standards:*

[...]

**APPLICANT'S RESPONSE** This application anticipates that the lots created via this planned PD Amendment will host detached single-family dwellings, which are permitted in the R-2 zoning district. This provision is met.

[...]

#### *17.15.030 Lot Size.*

*In an R-2 Zone, the lot size shall not be less than seven thousand square feet except as provided in Section 17.11.070(C), Table 1(C), Townhouses, of this title.*

**APPLICANT'S RESPONSE** As shown on the Preliminary Land Use Plans in Exhibit A, the planned lots range in size from  $\pm 5,000$  square feet to  $\pm 28,193$  square feet, with an average lot size of  $\pm 7,965$  square feet. Consistent with the approval in Ordinance 5024, the average lot size exceeds the 7,000 square foot minimum and the overall density does not exceed that allowed in the R-2 zoning district or that approved in Ordinance 5024. This standard is met.

#### *17.15.040 Yard Requirements.*

*In an R-2 Zone, each lot shall have yards of the following size unless otherwise provided for in Section 17.54.050:*

- A. A front yard shall not be less than twenty feet, except as provided in Section 17.11.030(C) Table 1(d), Cottage Clusters.*
- B. A rear yard shall not be less than twenty feet, except as provided in Section 17.11.030(C), Table 1(f), Cottage Clusters.*
- C. A side yard shall not be less than seven and one-half feet. An exterior side yard on the street side of a corner lot shall be not less than twenty feet, except as provided in Section 17.11.030(C), Table 1(c), Cottage Clusters.*

**APPLICANT'S RESPONSE** As outlined in Table 2, the application seeks approval for reduced street side-yard setbacks, reduced interior side yard setbacks, and approval for decks/patios to

encroach into the 20-foot rear yard setback. The requested deviation in side yard setbacks allows Applicant to achieve the same density as approved by Ordinance 5024 and as recommended by the 2023 HNA and makes the project financially feasible while simultaneously setting aside nearly 14-acres of additional land for parks and protected open space (compared to Ordinance 5024). Moreover, allowing decks to encroach into the rear yard setback will provide opportunities for private outdoor open space throughout the steeply sloping site. A typical setback legend is provided on the Preliminary Product Distribution Plan in Exhibit A. With the requested PD flexibility, the criteria are met.

**17.15.050 Building Height.**

*In an R-2 zone, a building shall not exceed a height of thirty-five feet.*

**APPLICANT'S RESPONSE** Applicant anticipates that future homes on the subject site will not require deviation from this building height standard. This standard can be met.

**17.15.060 Density Requirements.**

*In an R-2 zone, the maximum density for single attached dwellings may not exceed four dwelling units per 7,000 square feet. Density maximums may not apply to any other permitted housing types, including accessory dwelling units.*

**APPLICANT'S RESPONSE** Policy 17.01 of the McMinnville Comprehensive Plan sets a targeted maximum density of 6.0 dwellings units per acre on the City's westside, where the subject site is located. The application plans to achieve a density of 4.6 dwellings per acre and therefore satisfies the applicable density standard. This standard does not apply.

**FINDING (CHAPTER 17.15):** The proposed amendment complies with the applicable standards of the R-2 zone, or flexibility to the R-2 standards has been incorporated into the Planned Development approval. Lot size averaging is permitted for a Planned Development, based on the minimum lot size established by the underlying zoning district, which is achieved with the proposed amendment. The policy cited in the applicant's response was previously repealed and is no longer applicable.

[...]

**Chapter 17.51. Planned Development Overlay (PDA 1-24)**

**17.51.010 Purpose**

*The purpose of a planned development is to provide greater flexibility and greater freedom of design in the development of land than may be possible under strict interpretation of the provisions of the zoning ordinance. Further, the purpose of a planned development is to encourage a variety in the development pattern of the community; encourage mixed uses in a planned area; encourage developers to use a creative approach and apply new technology in land development; preserve significant man-made and natural features; facilitate a desirable aesthetic and efficient use of open space; and create public and private common open spaces. A planned development is not intended to be simply a guise to circumvent the intent of the zoning ordinance.*

**APPLICANT'S RESPONSE** The planned PD amendments continue to meet the purpose for PD Overlays stated above. The planned amendments offer significantly more open space and increased preservation of natural features. As detailed in this written narrative, some flexibility to the applicable standards is requested; however, the Hillcrest PD continues to meet the intent of the zoning ordinance.

**17.51.020 Standards and Requirements**

*The following standards and requirements shall govern the application of a planned development in a zone in which it is permitted:*

- A. *The principal use of land in a planned development shall reflect the type of use indicated on the comprehensive plan or zoning map for the area. Accessory uses within the development may include uses permitted in any zone, except uses permitted only in the M-2 zone are excluded from all other zones. Accessory uses shall not occupy more than twenty-five percent of the lot area of the principal use;*

**APPLICANT'S RESPONSE** The planned PD amendments continue to be consistent with the residential zoning indicated on the comprehensive plan map and zoning map as detailed in this written narrative. This requirement is met.

- A. *Density for residential planned development shall be determined by the underlying zone designations.*

**APPLICANT'S RESPONSE** Policy 17.01 of the McMinnville Comprehensive Plan sets a targeted maximum density of 6.0 dwellings units per acre on the City's westside, where the subject site is located. The application plans to achieve a density of 4.6 dwellings per acre and therefore satisfies this density standard. This requirement is met.

**FINDING (CHAPTER 17.51):** The proposed amendment is consistent with the purpose of the Planned Development Overlay chapter, and the amendment complies with the criteria provided in Chapter 17.74, which are also substantially the same as the criteria of this Chapter.

The proposed amendment complies with the applicable standards of the R-2 zone, or flexibility to the R-2 standards has been incorporated into the Planned Development approval. Lot size averaging is permitted for a Planned Development, based on the minimum lot size established by the underlying zoning district, which is achieved with the proposed amendment.

**NOTE:** *The policy cited in the applicant's response was previously repealed and is no longer applicable.*

[...]

**Chapter 17.53. Land Division Standards (PDA 1-24 and S 3-24)**

[...]

*Approval of Streets and Ways*

[...]

**17.53.101 Streets**

A. *General. The location, width, and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of the land to be served by the streets. Where location is not shown in a comprehensive plan, the arrangement of streets in a subdivision shall:*

- 1. Provide for the continuation or appropriate projection of existing principal streets in surrounding areas; or*
- 2. Conform to a plan for the neighborhood approved or adopted by the Planning Commission to meet a particular situation where topographical or other conditions make continuance or conformance to existing streets impractical; or*
- 3. Maximize potential for unobstructed solar access to all lots or parcels. Streets providing direct access to abutting lots shall be laid out to run in a generally east-west direction to the maximum extent feasible, within the limitations of existing topography, the configuration of the site, predesigned future street locations, existing street patterns of adjacent development, and the preservation of significant natural features. The east-west orientation of streets shall be integrated into the design.*

**APPLICANT’S RESPONSE** While the topography presents challenges with steep slopes and natural features, the planned alignment of streets has been thoughtfully designed to prioritize accessibility (minimize portions of roadway that exceed a 12 percent grade). The planned street network seamlessly connects to the existing Hillcrest PD and surrounding community, as detailed in the Preliminary Circulation Plan in Exhibit A. The planned PD amendments continue to utilize existing Neighborhood Collector streets, ensuring efficient traffic flow. These provisions are met.

*B. Rights-of-way and street widths. The width of rights-of-way and streets shall be adequate to fulfill city specifications as provided in Section 17.53.151 of this chapter. Unless otherwise approved, the width of rights-of-way and streets shall be as shown in the following table:*

*Complete Street Design Standards*

	<i>Arterial</i>	<i>Collector</i>	<i>Neighborhood Connector</i>	<i>Local Residential Alley</i>
	<i>Major</i>	<i>Minor</i>	<i>Major</i>	<i>Minor</i>
<i>Right-of-Way:</i>	<i>104 ft.</i>	<i>96 ft.</i>	<i>74 ft.</i>	<i>56 ft. (no bike lane)</i>
	<i>66 ft. (bike lane)</i>	<i>50 ft.</i>	<i>50 ft.</i>	<i>20 ft.</i>

**APPLICANT’S RESPONSE** As shown on the Preliminary Street Plan in Exhibit A, all new local streets are designed with a 50-foot-wide public right-of-way and meet the Local Residential Street Design Standards. A private alley, maintenance accessway, and fire accessway will also be provided that have a right-of-way width of at least 20 feet. These requirements are met. Where existing conditions, such as the topography or the size or shape of land parcels, make it otherwise impractical to provide buildable lots, the Planning Commission may accept a narrower right-of-way, ordinarily not less than 50 (fifty) feet. If necessary, special slope easements may be required.

**APPLICANT’S RESPONSE** Except for planned alleys, the application does not include streets with a right-of-way width that is less than 50-feet. This requirement does not apply.

*C. Reserve strips. Reserve strips or street plugs controlling access to streets will not be approved unless necessary for the protection of the public welfare or of substantial property rights, in these cases, they may be required. The control and disposal of the land comprising such strips shall be placed within the jurisdiction of the Planning Commission under conditions approved by them.*

**APPLICANT’S RESPONSE** Reserve strips or street plugs are not requested with this PD Amendment application. This requirement does not apply.

*D. Alignment. As far as practical, streets other than minor streets shall be in alignment with existing streets by continuations of the center lines thereof. Staggered street alignment resulting in “T” intersections shall, wherever practical, leave a minimum distance of 200 feet between the center lines of streets having approximately the same direction and otherwise shall not be less than 125 feet.*

**APPLICANT’S RESPONSE** As shown on the Preliminary Circulation Plan, the planned PD amendments continue to extend the main Neighborhood Collector streets serving the site including W 2nd Street and Horizon Drive. In recognition of the challenging site topography, there is one instance of a staggered T intersection located in the vicinity of the intersections of W 2nd Street/Road G and W 2nd Street/Road D where the distance between street centerlines is less than 200 feet; as shown on the Preliminary Subdivision Plat sheet in Exhibit A, the distance between these T intersections is ±148 feet. Per D above, where necessary, this standard may be reduced to a minimum of 125-feet. Given the site topography and associated street and lot design considerations, this planned intersection spacing is necessary to balance the multiple objectives of development on this site. Correspondence with the City confirming the reduced intersection spacing is acceptable is provided in Exhibit G. This requirement is met.

**17.53.103 Blocks**

*A. General. The length, width, and shape of blocks shall take into account the need for adequate lot size and street width and shall recognize the limitations of the topography.*

*B. Size. No block shall be more than 400 feet in length between street corner lines or have a block perimeter greater than 1,600 feet unless it is adjacent to an arterial street, or unless the topography or the location of adjoining streets justifies an exception. The recommended minimum length of blocks along an arterial street is 1,800 feet.*

**APPLICANT'S RESPONSE** As discussed above, site topography mandates a deviation from the block size requirements here, as was similarly approved by Ordinance 5024. In return, ample mid-block pedestrian and bicycle connections have been provided and assure convenient access and mobility for these travel modes. These requirements are met through flexibility authorized by the PD Amendment.

**C. Easements.**

*1. Utility lines. Easements for sewers, water mains, electric lines, or other public utilities shall be dedicated whenever necessary. The easements shall be at least 10 (ten) feet wide and centered on lot lines where possible, except for utility pole tieback easements which may be reduced to six (6) feet in width. Easements of 10 (ten) feet in width shall be required along all rights-of-way. Utility infrastructure may not be placed within one foot of a survey monument location noted on a subdivision or partition plat. The governing body of a city or county may not place additional restrictions or conditions on a utility easement granted under this chapter.*

*2. Water courses. If a subdivision is traversed by water courses such as a drainage way, channel, or stream, there shall be provided a storm unit easement or drainage right-of-way conforming substantially with the lines of the water course and of such width as will be adequate for the purpose, unless the water course is diverted, channeled, or piped in accordance with plans approved by the City Engineer's office. Streets or parkways parallel to major water courses may be required.*

*3. Pedestrian ways. When desirable for public convenience, safety, or travel, pedestrian ways not less than 10 (ten) feet in width may be required to connect to cul-de-sacs, to pass through unusually long or oddly shaped blocks, to connect to recreation or public areas such as schools, or to connect to existing or proposed pedestrian ways.*

**APPLICANT'S RESPONSE** As shown in Exhibit A, the application includes utility easements, easements that conserve natural drainageways, as well as pedestrian access tracts. Each of these easement types have been designed pursuant to applicable City standards. These requirements are met.

**17.53.105 Lots**

*A. Size and shape. Lot size, width, shape, and orientation shall be appropriate for the location of the subdivision and for the type of use contemplated. All lots in a subdivision shall be buildable.*

*1. Lot size shall conform to the zoning requirement of the area. Depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate to provide for the off-street parking and service facilities required by the type of use contemplated. The depth of lot shall not ordinarily exceed two times the average width.*

**APPLICANT'S RESPONSE** The planned lot size, lot width, shape, and orientation are appropriate for maximizing protection of sensitive areas on-site, providing a similar number of residential lots as compared to Ordinance 5024, meeting the HNA density target for the R-2

zoning district, and for ensuring that all lots are buildable. As above, this PD Amendment (similar to Ordinance 5024) seeks relief from the standard R-2 lot size and lot depth-to-width ratio requirements. These requirements are met through flexibility authorized by the PD Amendment.

*B. Access. Each lot shall abut upon a street other than an alley for a width of at least 25 (twenty-five) feet or shall abut an access easement which in turn abuts a street for at least 15 (fifteen) feet if approved and created under the provisions of 17.53.100(C). Direct access onto a major collector or arterial street designated on the McMinnville Comprehensive Plan Map shall be avoided for all lots subdivided for single-detached, common wall, or duplex residential use, unless no other access point is practical.*

**APPLICANT'S RESPONSE** Each lot is planned to abut a street or an alley for a width of at least 25 feet, as shown on the Preliminary Subdivision Plat in Exhibit A. This standard is met.

*C. Through lots. Through lots shall be avoided except where they are essential to provide separation of residential development from major traffic arteries or adjacent nonresidential activities, or to overcome specific disadvantages of topography and orientation. A planting screen easement at least 10 (ten) feet wide, and across which there shall be no right of access, may be required along the line of lots abutting such a traffic artery or other incompatible use.*

**APPLICANT'S RESPONSE** No through lots are planned. This standard is not applicable.

*D. Lot side lines. The side lines of lots, as far as practicable, shall run at right angles to the street upon which the lots face.*

**APPLICANT'S RESPONSE** All lot lines are planned to run at right angles to the street upon which the lots face as far as practicable as shown on the Preliminary Subdivision Plat in Exhibit A. This standard is met.

*E. Flag lots. The creation of flag lots shall be discouraged and allowed only when it is the only reasonable method of providing access to the rear of a lot which is large enough to warrant partitioning or subdividing.*

**APPLICANT'S RESPONSE** No flag lots are planned. This standard is not applicable.

#### 17.53.110 Lot Grading

*Lot grading shall conform to the following standards unless physical conditions demonstrate the propriety of other standards:*

- A. Cut slopes shall not exceed one and one-half (1½) feet horizontally to one (1) foot vertically.*
- B. Fill slopes shall not exceed two (2) feet horizontally to one (1) foot vertically.*
- C. The character of soil for fill and the characteristics of lots made usable by fill shall be suitable for the purpose intended.*
- D. The minimum elevation at which a structure may be erected, taking into consideration the topography of the lot, the surrounding area, drainage patterns, and other pertinent data shall be established by the City Building Official.*
- E. The City Engineer shall determine whether a storm drainage system is necessary to control, manage, and dispose of water lying on or running over a subdivision. In addition, the subdivider shall be required to meet other standards and conditions imposed by state laws and city ordinances.*

**APPLICANT'S RESPONSE** As shown in Exhibit A, cut slopes will not exceed 1½ feet horizontally to 1 foot vertically, and fill slopes will not exceed 2 feet horizontally to 1 foot vertically. The Preliminary Grading Plan has been designed such that all cut and fill slopes are 2:1 or flatter per these requirements. Additional geotechnical studies and evaluations will be conducted and provided with final engineering submittals for construction. Finally, a Preliminary Stormwater



Report (Exhibit H) outlines the conceptual stormwater management system for the project and documents the drainage characteristics on-site, both pre- and post-development. The criteria are met.

#### 17.53.120 Building Lines

*If special building setback lines are to be established in the subdivision or partition, they shall be shown on the plat or included in the deed restrictions.*

**APPLICANT'S RESPONSE** Deviations from building setbacks are requested with this PD Amendment application as detailed in this written narrative and shown on the Preliminary Product Distribution Plan in Exhibit A. The approved special building setback lines will be noted on the plat or included in the deed restrictions. This provision will be met.

[...]

Improvements

[...]

#### 17.53.153 Improvement Requirements.

*The following improvements shall be installed at the expense of the subdivider:*

- A. *Water supply system. All lots within a subdivision shall be served by the City water supply system.*
- B. *Electrical system. All lots within a subdivision shall be served by the City electrical system.*
- C. *Sewer system. All lots within a subdivision shall be served by the City sewer system.*

**APPLICANT'S RESPONSE:** As shown in the Preliminary Composite Utility Plan in Exhibit A, the PD Amendment application includes the installation of all water, sanitary sewer, and electrical infrastructure, as well as stormwater and public street infrastructure to serve future homes on the site. These requirements are met.

- D. *Drainage. Such grading shall be performed, and drainage facilities installed conforming to City specifications as are necessary to provide proper drainage within the subdivision and other affected areas in order to assure healthful, convenient conditions for the residents of the subdivision and for the general public. Drainage facilities in the subdivision shall be connected to drainage ways or storm sewers outside the subdivision. Dikes and pumping systems shall be installed, if necessary, to protect the subdivision against flooding or other inundations.*

**APPLICANT'S RESPONSE** Drainage facilities will be installed conforming to City specifications to provide proper drainage within the subdivision and other affected areas. The drainage facilities on-site have been designed to ensure that post-development flows do not exceed pre-development flows. Two new stormwater facilities are planned with this application (beyond that approved in Ordinance 5024) and that, in concert with existing stormwater facilities constructed in prior phases of the Hillcrest PD, will better ensure the appropriate management of stormwater runoff. The Preliminary Stormwater Report in Exhibit H provides additional details regarding on-site stormwater management. This requirement is met.

- E. *Streets. The subdivider shall grade and improve streets in the subdivision, and the extension of such streets to the paving line of existing streets with which such streets intersect, in conformance with City specifications. Street improvements shall include related improvements such as curbs, intersection sidewalk aprons, street signs, gutters, shoulders, and median strips to the extent these are required.*

**APPLICANT'S RESPONSE** Street improvements are planned to be completed in accordance with all applicable City standards. As above, and as approved in Ordinance 5024, the application seeks approval for relief from the 12 percent maximum street grade standard in recognition of the challenging topography on-site. In such cases, steep streets are limited to short segments

no longer than 200 feet. It is worth noting that Ordinance 5024 approved seven street segments where grades exceeded 12 percent. With the modifications to the street layout planned in this application, there are only four street segments where grades will exceed 12 percent.

As in Ordinance 5024, this flexibility is necessary to ensure compliance with ADA accessibility standards and serves to better protect on-site natural areas. All associated street elements, including curbs, sidewalk aprons at intersections, street signs, gutters, and shoulders, will be provided as applicable. Refer to the Preliminary Street Plan Overview with Road Grade and Preliminary Street Plan in Exhibit A. This requirement is met.

*F. Pedestrian ways. A paved sidewalk not less than five (5) feet wide shall be installed in the center of pedestrian ways.*

**APPLICANT'S RESPONSE** Pedestrian ways will be provided with a paved sidewalk not less than 5 feet wide through the middle of each of the pedestrian tracts as shown on the Preliminary Street Plan in Exhibit A. This requirement is met.

*G. Private way/drive. The subdivider shall grade and improve to conform to City specifications in terms of structural standards.*

**APPLICANT'S RESPONSE** All private ways and private drives will be graded and improved to conform to City specifications in terms of structural standards. This requirement will be met.

*H. Street trees consistent with the requirements of Chapter 17.58 of the McMinnville Zoning Ordinance and an approved street tree plan for the subdivision.*

**APPLICANT'S RESPONSE** Street trees will be planted in compliance with the requirements of Chapter 17.58 and an approved street tree plan for the subdivision as detailed in this written narrative. This requirement will be met.

**FINDING (CHAPTER 17.53): PDA 1-24 is SATISFIED WITH CONDITIONS and S 3-24 IS SATISFIED WITH CONDITIONS CONTINGENT ON APPROVAL OF PDA 1-24.** The applicant's plan submittal and responses demonstrate compliance with Chapter 17.53, except where the Planned Development amendment requests flexibility to the standards of this Chapter, including provisions regarding lot size averaging, and longer block length and block perimeter.

#### **Chapter 17.54. General Regulations (PDA 1-24 and S 3-24)**

[...]

##### *17.54.030 Buildings - Number Per Lot*

*In an R-1, R-2, and R-3 zone there shall be only one main building on a lot.*

**APPLICANT'S RESPONSE** No new home construction is requested with this application. However, Applicant anticipates that lots planned with this application will host only one main building each. This standard can be met.

This standard contradicts Oregon Revised Statutes (ORS) 197.758, which obligates cities to allow at least a duplex on all lots zoned for single-family detached homes. Because McMinnville defines a duplex as two dwellings on a single lot or parcel that may be attached or detached, the City must allow two detached buildings (of equal status, e.g., main building) on a lot per ORS 197.758.

[...]

**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. Architectural features such as cornices, canopies, sunshades, windows, chimneys, and flues shall not project more than 18 (eighteen) inches into a required yard. Eaves may extend a distance not to exceed 30 (thirty) inches into a required yard. Stairs may encroach up to five (5) feet into a required front yard provided that the stairs are not covered or enclosed, except for an eave not exceeding the 30 (thirty) inch encroachment as noted above.*

**APPLICANT'S RESPONSE** As shown in Exhibit A, the PD Amendment application conforms to applicable front yard setback requirements. The application seeks relief to the rear yard setbacks, such that decks or patios are allowed to encroach into the rear yard setback. Reductions to this setback help to provide private outdoor living space while accommodating the targeted density on-site necessary to achieve the City's housing needs and make development feasible in consideration of additional planned parks and open space (relative to Ordinance 5024). These requirements are met through flexibility authorized by the PD Amendment.

**FINDING:** The City Council recently adopted amendments to MMC Chapter 17.54 which allows for encroachment of decks and patios into rear yards. Therefore, flexibility is not required as part of the PD amendment.

- 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.*

**APPLICANT'S RESPONSE:** The subject property is within the R-2 zoning district and no automobile service stations are planned. This provision is not applicable.

- 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.*

**APPLICANT'S RESPONSE** The subject property is within the R-2 zoning district. This provision is not applicable.

- 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.*

**APPLICANT'S RESPONSE** No portion of the remaining phases of the Hillcrest PD are located along Arterial streets. These provisions are not applicable.

- 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.*

**APPLICANT'S RESPONSE** This provision is understood.

- 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. *Variations 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. 4128 (part), 1981; Ord. 3380 (part), 1968).*

**APPLICANT'S RESPONSE** The City's Planned Development process is intended to offer flexibility to standard lot design requirements, including setbacks, and is not subject to the variance process in H. above. This provision is not applicable.

[...]

#### 17.54.080 Clear Vision Area

*A. Clear vision area requirement. A clear vision area shall be maintained on the corners of all properties at the intersection of two streets, a street and an alley, or a street and a railroad. Clear vision area requirements shall also apply to the first 10 (ten) feet of commercial and industrial access driveways when the driveway intersects with a street or alley. A clear vision area shall contain no planting, fence, wall, structure or temporary or permanent obstruction exceeding three (3) feet in height, measured from the top of the curb or, where no curb exists, from three and one-half (3.5) feet above the edge of the pavement, or top of asphalt measured at the property line, except that the following may be allowed in a clear vision area.*

1. *Trees exceeding this height may be located in the clear vision area provided all branches and foliage are removed to a height of eight feet above the grade;*
2. *Telephone, power, and cable television pole, electrical junction boxes.*
3. *Government issued traffic safety signs.*
4. *Telephone switch boxes provided they are less than 10 inches wide at the widest dimension. (Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).*

*B. Clear Vision Area Measurement. The following measurements used in conjunction with the formula established in Section 17.06.080 shall be used to establish clear vision areas:*

1. *In a residential zone the minimum length of the triangle legs shall be 30 (thirty) feet at street intersections and 10 (ten) feet where a street and an alley intersect;*
2. *In all other zones the minimum length of the triangle legs shall be 15 (fifteen) feet at street intersections and 10 (ten) feet where a street and an alley or street and access drive intersect,*

except that when the angle of intersection between two streets, is less than 30 (thirty) degrees, the length of the triangle legs shall be 25 (twenty-five) feet;

3. In commercial and industrial zones, buildings and signs may be constructed with cantilevers which extend out over the clear vision area 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 feet above the edge of the pavement, or top of asphalt measured at the property line;

**APPLICANT'S RESPONSE** Clear vision areas will be maintained in accordance with these requirements on all lots at the intersection of two streets or a street and an alley. These requirements will be met.

[...]

#### 17.54.110 Use of Required Open Space

No lot area, yard, other open space, or off-street parking or loading area which is required by this title for one use shall be used as a required lot area, yard, or other open space or off-street parking or loading area for another use except as provided in Section 17.60.120 of this Ordinance.

**APPLICANT'S RESPONSE** This provision is understood. No lot area, yard, other open space, or off-street parking or loading area required by this title for one use will be used as a required lot area, yard, or other open space or off-street parking or loading area for another use.

#### 17.54.120 Minimum Requirement Maintenance

No lot area, yard, other open space, or off-street parking or loading area existing on or after the effective date of the ordinance codified in this title shall be reduced below the minimums required for it by this title, except when the provisions of either the variance or the planned development overlay processes are utilized. (Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

**APPLICANT'S RESPONSE** The planned PD amendments continue to utilize the PD overlay process to reduce the street side, internal side, and rear yard requirements, as detailed in this written narrative. This provision is met.

#### 17.54.130 Address Assignments

The Building Official shall be responsible for assigning addresses to new structures. Addresses shall conform to the established numbering system for the City and to the requirements of McMinnville Ordinance 1770 and shall be assigned at the time the building permit is issued or before final occupancy is granted. (Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

**APPLICANT'S RESPONSE** This provision is understood.

**FINDING (CHAPTER 17.54): SATISFIED.** No development is proposed at this time that would conflict with provisions of Chapter 17.54. With the recent code amendments regarding porch and patio setbacks, no additional flexibility is required as part of the PD application. At the time of development of lots, development will be reviewed for compliance with this chapter.

#### **Chapter 17.57. Landscaping (PDA 1-24 and S 3-24)**

**FINDING (Chapter 17.57): SATISFIED WITH CONDITIONS.** A condition has been included to require a landscape plan for the open space tracts, and the street tree plan required as a condition per Chapter 17.58 can also be submitted as a concurrent application.

**Chapter 17.58. Trees (PDA 1-24 and S 3-24)**

[...]

**17.58.020 Applicability**

The provisions of this ordinance shall apply to:

- A. Individual significant or historic trees as defined in this ordinance.
- B. All trees with trunks located completely or partially within any public area or right-of-way;
- C. All trees on developable land and subject to or undergoing development review such as site plan review, tentative subdivision review, or partition review;

**APPLICANT'S RESPONSE** The subject site includes developable land and is subject to the planned development/subdivision review. Therefore, the provisions of MZO Chapter 17.58 are applicable and addressed in this written narrative.

[...]

**17.58.040 Tree Removal/Replacement**

A. The removal or major pruning of a tree, if applicable under Section 17.58.020, shall require City approval, unless specifically designated as exempt by this ordinance. Persons wishing to remove or prune such trees shall file an application for a permit with the City. The applicant shall include information describing the location, type, and size of the subject tree or trees, and the reasons for the desired action, and the costs associated with tree removal, replacement, and repair of any other public infrastructure impacted by the tree removal or major pruning. Applications shall be reviewed by the City Manager or City Manager's Designee (hereafter "Manager") or the Landscape Review Committee as provided in this Chapter, including Section 17.58.050. Only applications for Complex Tree Removal Permits shall be forwarded to the McMinnville Landscape Review Committee for a decision within 30 (thirty) days of submittal, except as authorized in Section 17.58.050. Requests for tree removal within the Downtown Tree Zone shall be submitted to the City. Such requests shall be acted upon as soon as practicable, with consideration given to public safety, value of the tree to the public, and work schedules. The Manager should attempt to make decisions on such requests within five calendar days of submittal. The Landscape Review Committee or Manager, as appropriate, may approve, approve with conditions, or deny the request based on the criteria stated in Section 17.58.050. A decision of the committee or Manager may be appealed to the Planning Commission if written notice of the appeal is filed with the City within 15 (fifteen) days of the committee's or Manager's decision. A decision made by the Manager in response to a request to remove an unsafe tree, or a tree causing repeated and excessive damage to sidewalks, or other public or private improvements or structures shall be final, unless appealed by the applicant; no other party shall have standing to appeal.

**APPLICANT'S RESPONSE** The application seeks approval for the removal of all on-site trees as necessary to construct new streets, sidewalks, landscape strips, public utilities, perform necessary site and lot grading, and to prep the site and planned lots for the construction of future homes. Where possible, mature trees will be preserved. New street trees and individual lot landscaping will serve to replace trees that are removed to accommodate this development plan.

B. Trees subject to this ordinance which are approved for removal or pruning shall be removed or pruned following accepted arboricultural pruning practices, such as those published by the International Society of Arboriculture (ISA) and any standards adopted by the City. The Manager, after consultation with appropriate city staff and/or a certified arborist, shall direct removal of downtown trees that are identified in a current Downtown Tree Zone inventory assessment as unhealthy, dangerous to the public, inappropriate for the downtown area, or otherwise in need of removal.

C. *The applicant shall be responsible for all costs associated with the tree removal or pruning, or as otherwise required by this ordinance, and shall ensure that all work is done in a manner which ensures safety to individuals and public and private property.*

D. *Approval of a request to remove a tree may be conditioned upon replacement of the tree with another tree approved by the city, or a requirement to pay to the city an amount sufficient to fund the planting and establishment by the city of a tree, or trees, of similar value. The value of the existing tree to be removed shall be calculated using the methods set forth in the edition then in effect of the "Guide for Plant Appraisal" published by the International Society of Arboriculture Council of Tree Landscape Appraisers. Every attempt should be made to plant replacement trees in the same general location as the tree being removed. In the event that a replacement tree cannot be planted in the same general location, a condition of approval may be required to allow for the replacement tree to be planted in another location in the City as part of the City's annual tree planting program.*

E. *The applicant is responsible for grinding stumps and surface roots at least six inches below grade. At least a two-inch-thick layer of topsoil shall be placed over the remaining stump and surface roots. The area shall be crowned at least two inches above the surrounding grade to allow for settling and shall be raked smooth. The applicant shall restore any damaged turf areas and grades due to vehicular or mechanical operations. The area shall be re-seeded.*

**APPLICANT'S RESPONSE** The application seeks approval for the removal of all on-site trees as necessary to construct new streets, sidewalks, landscape strips, public utilities, perform necessary site and lot grading, and to prep the site and planned lots for the construction of future homes. Where possible, mature trees will be preserved. New street trees and individual lot landscaping will serve to replace trees that are removed to accommodate this development plan. These provisions can be met.

F. *The applicant shall complete the tree removal, and tree replacement if required, within six months of receiving notification of the Manager's or Landscape Review Committee's decision. The Manager or Landscape Review Committee may allow for additional time to complete the tree replacement to allow for planting in favorable seasons and to promote tree survivability.*

G. *Other conditions may be attached to the permit approval by the McMinnville Landscape Review Committee as deemed necessary.*

**APPLICANT'S RESPONSE** Applicant plans to complete the requested tree removal for development in Phase 1 within 6 months of approval. Applicant requests that the City condition this approval such that tree removal in Phases 2 through 9 may commence concurrent with development activities in each of these phases. This approach will ensure that trees are not removed prematurely and will survive in the event that future modifications to the plan allow.

H. *The planting of street trees shall be subject to the design drawings and specifications developed by the City in May 2014, as may be subsequently amended. Specific design drawings and specifications have been developed for trees outside the Downtown Tree Zone. Such design specifications may be periodically updated by the City to include specifications such as tree root barriers, watering tubes or structures, tree grates, and removable pavers, and shall graphically describe the proper method for planting trees to minimize the potential for sidewalk / tree root conflict.*

**APPLICANT'S RESPONSE** This provision is understood. Planting of street trees will be in accordance with all applicable City standards.

[...]

17.58.050 *Application Review and Criteria.*

**A. Application for Simple Tree Removal Permit.**

1. *Review. Applications for simple tree removal permits shall be reviewed by the Manager in accordance with the requirements of this Chapter on a form containing information required by the Manager.*

2. *Criteria. Each tree proposed for removal must meet at least one of the following criteria:*

*a. The tree is a hazard as determined by a Certified arborist, and the arborist has demonstrated that less intensive options than removal, such as pruning, cabling, or bracing of limbs would not abate the hazard or would have a significant adverse effect on the health of the tree.*

*b. The tree is dead or in an advanced state of decline.*

*c. The tree species is on the nuisance list for Oregon or the list of invasive trees published by OSU Extension.*

*d. Tree is infested with pests or disease.*

*e. The tree roots are causing damage to sidewalks or other infrastructure, and the damage can't reasonably be abated without removing the tree. In evaluating whether the damage can be reasonably abated without removing the tree, consideration shall be given to impacts of the necessary abatement on the tree's health, further damage to infrastructure that would occur if the tree is retained, and alternative methods of abatement that would retain and protect the tree and prevent further damage. When considering reasonable abatement methods, greater priority shall be placed on retention of larger, healthy trees.*

*f. The tree has sustained physical damage to an extent that necessitates its removal to address an issue of safety or tree health and aesthetics.*

*g. The proposed removal is part of an approved development project, a public improvement project where no reasonable alternative is available, or is part of a street tree improvement program. When considering reasonable alternatives, greater priority shall be placed on retention of larger, healthy trees.*

*h. If the tree is on an adopted list or inventory of trees identified by the City as part of an adopted tree protection program, such as a Heritage Tree list the decision shall also meet any applicable requirements related to the protection of such trees.*

**APPLICANT'S RESPONSE** The remaining phases of the Hillcrest PD subject to this application contain trees, many of which will be necessary to remove in accordance with criterion (g). The subject tree removal will require a simple tree removal permit application. The site is steeply sloped, and extensive grading will be required to accommodate safe and efficient vehicular, pedestrian, and bicycle circulation as well as provide needed housing that will result in the necessity to remove many of the existing trees on-site. No reasonable alternatives to the removal of trees are available while still completing the remaining phases of the Hillcrest PD. Consistent with the approval in Ordinance 5024, a tree protection plan will be submitted with construction permits for approval.

[...]

**17.58.080 Street Tree Planting - When Required**

*All new residential development, commercial or industrial development, subdivisions, partitions, or parking lots fronting on a public roadway which has a designated curb-side planting strip or planting island shall be required to plant street trees in accordance with the standards listed in Section 17.58.090.*

**APPLICANT'S RESPONSE** This application is for the remaining phases of the Hillcrest PD, a phased residential subdivision. Street trees will be planted according to the standards listed in Section 17.58.090.



### 17.58.090 Street Tree Standards

A. The species of the street trees to be planted shall be chosen from the McMinnville Street Tree List, as approved by Resolution 2019-26, and as may have been subsequently amended, unless approval of another species is given by the McMinnville Landscape Review Committee. The Landscape Review Committee may periodically update the McMinnville Street Tree List as necessary to reflect current arborist practices and industry standards.

B. Street trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above ground level. All trees shall be healthy grown nursery stock with a single straight trunk, a well-developed leader with tops and roots characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.

C. Small or narrow stature trees (under 25 feet tall and less than 16 feet wide branching) should be spaced no greater than 20 feet apart; medium sized trees (25 feet to 40 feet tall, 16 feet to 35 feet wide branching) should be spaced no greater than 30 feet apart; and large trees (over 40 feet tall and more than 35 feet wide branching) should be spaced no greater than 40 feet apart. Within residential developments, street trees should be evenly spaced, with variations to the spacing permitted as approved by the City for specific site limitations and safety purposes. Within commercial and industrial development staggered, or irregular spacing is permitted, as may be approved by the McMinnville Landscape Review Committee. When planting replacement trees within the Downtown Tree Zone, consideration shall be given to the height of adjacent buildings.

D. Except as provided in this Section, street trees shall be planted within a curbside planter strip or tree wells consistent with the applicable standards and dimensions of the City's adopted Complete Street standards, with the street trees centered between back of curb and front of sidewalk. However, where a street with sidewalk was previously constructed to a different standard, the Manager may authorize deviation to the street tree planting standards, with street trees planted in a narrower planter strip or behind the sidewalk. Except when authorized by the Manager, street trees shall not be planted within a curbside landscape strip narrower than four (4) feet in width between the sidewalk and curb. When nonconforming conditions do not allow for trees to be planted in tree wells or planter strips along major collector or arterial streets per the adopted Complete Street standards, street trees adjacent to major collector streets or arterial streets shall be placed a minimum of five (5) feet from the back edge of the sidewalk. Except when authorized by the Director, a street tree shall not be planted closer than two and one-half (2 1/2) feet from the face of a curb. These standards may be superseded by design drawings and specifications as periodically developed and adopted by the City.

E. Street trees shall not be planted within ten (10) feet of fire hydrants, utility poles, sanitary sewer, storm sewer or water lines, or within twenty (20) feet of street light standards or street intersections, or within five (5) feet of a private driveway or alley. New utility poles shall not be located within five (5) feet of an existing street tree. Variations to these distances may be granted by the Public Works Director and as may be required to ensure adequate clear vision.

F. Existing street trees shall be retained unless approved by the Manager for removal during site development or in conjunction with a street construction project. Sidewalks of variable width and elevation may be utilized as approved by the Manager to save existing street trees. Any street tree removed through demolition or construction within the street right-of-way, or as approved by the City, shall be replaced within the street right-of-way at a location approved by the city with a tree, or trees, of similar value. As an alternative the property owner may be required to pay to the City an amount sufficient to fund the planting and establishment by the city of a tree of similar value. The value of the existing street tree to be removed shall be calculated using the methods set forth in the edition then in effect of the "Guide for Plant Appraisal" published by the International Society of Arboriculture Council of Tree Landscape Appraisers. The developer or applicant shall be responsible for the cost of the planting, maintenance and establishment of the replacement tree.

G. Sidewalk cuts in concrete for tree planting shall be a minimum of four feet by six feet, with the long dimension parallel to the curb, and if located within the Downtown Tree Zone shall follow the design drawing or updated design drawings and specifications as periodically developed and adopted by the City.

**APPLICANT'S RESPONSE** All street trees will be planted in 4.5-foot-wide planter strips according to the standards listed above. A conceptual overview of the street trees is provided on the Master Plan Layout with Aerial in Exhibit A. A local residential street section depicting the 4.5-foot-wide landscape strip is shown on the Preliminary Street Plan. These standards will be met.

#### 17.58.100 Street Tree Plans

##### A. Submittal.

1. *Subdivisions and Partitions: Street tree planting plans shall be submitted to the Landscape Review Committee for review and approval prior to the filing of a final subdivision or partition plat.*

2. *Commercial, Industrial, Parking Lots, and Multi-dwelling Residential Development: Landscape plans, to include street tree planting as may be required by this ordinance, shall be submitted to the Landscape Review Committee for review and approval prior to the issuance of a building permit.*

##### B. Street Tree Plan Content. At a minimum, the street tree planting plan should:

1. *Indicate all existing trees, noting location, species, size (caliper and height) and condition;*

2. *Indicate whether existing trees will be retained, removed or relocated;*

3. *Indicate the measures to be taken during site development to ensure the protection of existing trees to be retained;*

4. *Indicate the location, species, and size (caliper and height) of street trees to be planted;*

5. *Indicate the location of proposed and existing utilities and driveways; and*

6. *Indicate the location of rights-of-way, existing structures, driveways, and existing trees including their species, size, and condition, within twenty feet of the subject site.*

**APPLICANT'S RESPONSE** A street tree planting plan containing all applicable content listed above will be submitted prior to filing of the final subdivision plat. This provision will be met.

#### 17.58.110 Street Tree Planting

##### A. Residential subdivisions and partitions

1. *Planting Schedule: Street trees required of residential subdivisions and partitions shall be installed prior to submittal of a final subdivision plat or partition plat. As an alternative the applicant may file a surety bond or other approved security to assure the planting of the required street trees, as prescribed in Section 17.53.153.*

**APPLICANT'S RESPONSE** Street trees will be installed prior to the submittal of final plat or an approved security will be filed to assure the planting of the required street trees. This provision will be met.

**FINDING (CHAPTER 17.58): PDA 1-24 is SATISFIED WITH CONDITIONS and S 3-24 IS SATISFIED WITH CONDITIONS CONTINGENT ON APPROVAL OF PDA 1-24.** The applicant has requested flexibility from the fee in lieu provisions of this Chapter as part of the PD application. Conditions of approval have been included for compliance with the tree retention/removal/replacement provisions of this chapter. As a condition of approval, the applicant will also need to submit an application for a street tree plan.

**Chapter 17.60. Off-Street Parking and Loading (Not Applicable)**

17.60.050 Spaces – Location

A. Except as provided below, required off-street parking spaces for dwellings shall be located on the same lot with the dwelling. For the following residential uses, off-street parking shall be located not farther than five hundred feet from the building or use they are required to serve, measured in a straight line from the building.

1. Off-street parking for one or two upper story residential dwelling units above a non-residential use
2. Off-street parking for residential uses in the City Center Housing Overlay Zone designated in Chapter 17.66

**APPLICANT’S RESPONSE** All off-street parking spaces will be located on the same lot as the residential home. This standard is met.

[...]

17.60.060 Spaces. Number Required

Except for the southerly 100 feet of Block 10 and the northerly 100 feet of Block 11, Rowland's Addition and the area bounded by Second Street, Adams Street, Fourth Street, and Galloway Street, at the time of erection of a new structure or at the time of enlargement or change of use of an existing structure, off-street parking spaces shall be provided as follows unless greater requirements are otherwise established. Where square feet are specified, the area measured shall be the gross floor area primary to the functioning of the particular use of the property but shall exclude space devoted to off-street parking or unloading.

A. Residential Land Use Category

[...]

4. Single Detached

Two spaces per dwelling with four or fewer bedrooms, and one additional space for every two additional bedrooms.

**APPLICANT’S RESPONSE:** A minimum of two spaces will be provided per dwelling unit in garages and within driveways. This requirement is met.

[...]

17.60.080 Design Requirements

A. All parking lots and driving aisles shall be asphaltic cement concrete or Portland cement concrete with driving aisles, maneuvering aisle and parking spaces clearly marked, except that in an industrial zone, parking spaces which are in addition to those required by this chapter, may be surfaced with a minimum of treated gravel and maintained dust free.

**APPLICANT’S RESPONSE:** No parking lots are planned. This requirement is not applicable.

B. In a residential zone, a required front yard or a required side yard adjacent to the street shall not be used for any purpose except for off-street parking of motor vehicles, unless otherwise allowed by this ordinance, and such parking space shall not be less than twenty feet in depth from the property line.

**APPLICANT'S RESPONSE:** No yard adjacent to a street will be used for any purpose except for off-street parking. All driveways will be a minimum of 20 feet in depth from the property line. This requirement is met.

C. *Safe access shall be provided as follows:*

[...]

5. *Driveway cuts shall be a minimum of twenty feet from a street intersection.*

**APPLICANT'S RESPONSE** No driveway cuts will be located less than 20 feet from a street intersection. This requirement is met.

**FINDING (CHAPTER 17.58): SATISFIED/NOT APPLICABLE.** No off-street parking is proposed at this time. The applicant is not requesting flexibility to the provisions of this chapter as part of the PDA. The applicant has indicated they intend to provide required off-street parking on the respective lots at the time of building permits consistent with the provisions of this chapter.

**NOTE:** *Please be aware the driveways will be subject to the provisions of MMC 12.20.070, "In case the service driveway is constructed or installed on a corner lot, such driveway shall not be built closer than 30 feet from the point of intersection of the two curb lines projected ahead."*

**Chapter 17.72. Applications and Review Process (PDA 1-24 and S 3-24)**

[...]

17.72.095 *Neighborhood Meetings*

[...]

G. *Evidence of Compliance. In order for a land use application that requires a neighborhood meeting to be deemed complete, the following evidence shall be submitted with the land use application:*

1. *A copy of the meeting notice mailed to surrounding property owners;*
2. *A copy of the mailing list used to send the meeting notices;*
3. *One photograph for each waterproof sign posted on the subject site, taken from the adjacent right-of-way;*
4. *One 8 ½ x 11" copy of the materials presented by the applicant at the neighborhood meeting;*  
*and*
5. *Notes of the meeting, which shall include:*
  - a. *Meeting date;*
  - b. *Meeting time and location;*
  - c. *The names and addresses of those attending;*
  - d. *A summary of oral and written comments received; and*
  - e. *A summary of any revisions made to the proposal based on comments received at the meeting.*

**APPLICANT'S RESPONSE** A neighborhood meeting was held on May 20, 2024. Evidence of compliance is provided in Exhibit F. The comments received at the meeting were generally project-related and were responded to in the meeting. The following revisions or actions were taken after the meeting in response to comments received:

- Community members expressed the desire for open spaces to include dog parks, stations with dog waste bags, benches and seating areas, and play areas for children. Each of these elements has been incorporated into the common open space areas as shown on the Preliminary Community Amenity Plan in Exhibit A.
- Community members expressed concerns regarding deficiencies in water pressure in the surrounding neighborhood. Applicant contacted McMinnville Water & Light to bring these concerns to their attention. McMinnville Water & Light confirmed that their recent

measurements indicate appropriate pressure in the areas discussed, as shown in Exhibit G. Further coordination will occur with McMinnville Water & Light throughout the project to ensure adequate water pressure. Additionally, all future homes above the 275-foot elevation contour will rely on a new public water booster pump station to provide sufficient pressure to these homes. Applicant is closely coordinating with the City and McMinnville Water & Light to procure the necessary water booster pump station infrastructure in time for Phase 3 home construction.

- Neighbors expressed the desire to purchase lots prior to home building. Applicant will reach out to those who expressed interest when lots are platted.

**FINDING (CHAPTER 17.72): SATISFIED.** The applications are processed in accordance with this chapter. With the application, the applicant submitted the necessary documentation of the neighborhood meeting per 17.72.095(G).

**Ordinance 4132. West Hills Planned Development Overlay (Amended by Ordinance 4225) (PDA 1-24 and S 3-24)**

**Section 1. Statement of Purpose.** *The City of McMinnville finds that it is necessary to reserve specified areas in western McMinnville within the West Hills, for future development in residential uses. In the process of establishing an Urban Growth Boundary for the City, it has been determined that other areas outside the city limits should be developed prior to this area to insure an orderly and timely conversion of urbanizable and future urbanizable lands to urban lands. The City shall therefore phase development of this area in relation to other residentially designated lands within the Urban Growth Boundary.*

*The City of McMinnville also recognizes the West Hills area as having scenic values unique to our area, and topographical features which are not conducive to the standard development practices normally employed in residential designs in the City. Recognizing these concerns, the City shall allow and encourage a planned residential design which preserves and takes advantage of the unique natural features of the area, that allows concentrated building in suitable areas to maintain the overall density designated for the area, and that provides for a cost efficient provision of streets, utilities and other public and private services.*

*The City has found through the comprehensive planning process that the best way to insure that the above concerns are addressed in the development of this property is to place a planned development overlay over said property.*

**APPLICANT'S RESPONSE: N/A**

**FINDING: APPLICABLE.** The subject property is within the overlay area. The provisions of this ordinance are applied to the applications to address the purpose in this section of this ordinance.

**Section 2. Planned Development Overlay.** *The planned development overlay which is created and implemented by this ordinance shall be placed over portions of the area commonly referred to as the West Hills of McMinnville, located to the northwest and southwest of the intersection of West Second Street with Hill Road. The affected area is further described by map in Exhibit "A". Both areas within and without the city limits shall carry this designation.*

*The policies and procedures set by this ordinance shall be applied to the following land use decisions concerning this property: (1) Extension of public streets and utilities, to include water, sanitary sewer and storm sewer; (2) Land division activities; (3) Comprehensive plan and zone map changes; (4) Annexation. Development of single-family residential structures on existing legal lots shall be exempted*

from these ordinance requirements. The overlay shall not impinge the legal jurisdiction of Yamhill County for areas outside the city limits.

**APPLICANT'S RESPONSE: N/A**

**FINDING: APPLICABLE.** The subject property is within the overlay area. These policies and procedures were applied to the previous actions and are applied to the current proposal.

**Section 3. Notation on Zoning and Comprehensive Plan Maps.** *The perimeters of the areas affected by this ordinance shall be noted on the official McMinnville Comprehensive Plan Map of 1980 and the official McMinnville Zoning Map of 1980.*

**FINDING: NOT APPLICABLE.** This is not a decision-making criterion.

**Section 4. Policies.** *The following policies shall apply to the subject property:*

- (a) *The goals and policies of the McMinnville Comprehensive Plan, Volume II, and applicable regulations and standards in Volume III, and other City codes shall be adhered to.*
- (b) *The designated residential area west of Hill Road (beyond the limits of the first water service level and the service boundary of the trunk sewer line that is extended to the corner of Hill Road and West Second Street) shall not be allowed to develop at an urban density until all other designated residential areas within the Urban Growth Boundary area are substantially developed. "Substantially developed" shall mean that seventy-five (75) percent of the future residentially designated land area outside the city limits, but within the Urban Growth Boundary (excluding the designated West Hills area and the Three Mile Lane residential area) at the time of LCDC acknowledgment of the Urban Growth Boundary, is developed or has development approval of the City. Development of single-family residential structures on legal lots created before this ordinance shall be allowed subject to applicable city building requirements.*
- (c) *The density of any proposed development shall be set by the zoning classification.*
- (d) *The wooded portions of the site shall be incorporated into the development of the property so that they will be left substantially intact and with consideration given to the preservation of wildlife habitat. (Amended by Ordinance No. 4225, November 23, 1982)*
- (e) *Scenic values of the property, as viewed from the City towards the site, shall be emphasized and enhanced in residential development designs. This should be accomplished by encouragement of a design which clusters housing in suitable areas while reserving large open areas. This policy shall not preclude incorporation of single-family structures in development designs.*

**APPLICANT'S RESPONSE** *(Staff Note: The following is excerpted from the applicant's October 23, 2024 supplemental submittal. Please see that submittal for full response which addresses multiple items):*

As outlined in Applicant's submittal materials for the above-referenced application, the application seeks approval for an amendment to a planned development and tentative subdivision that was last approved by the City of McMinnville in 2017, per City of McMinnville Ordinance (Ord.) 5024.

...

**1. Natural feature preservation, grading, and tree removal.** Natural feature preservation is referenced by Section 17.11.110.B.1 (Ord. 3380) and City of McMinnville Ord. 4132, policies 4(a) and 4(c).

...

In the City's review and ultimate approval of Planning File No. ZC 19-06/S 13-06, both the Planning Commission and City Council agreed with the then applicant's findings that these wooded areas could not be left substantially intact because: 1) clustering residences "would result in a patchwork design of rooftops and vegetation" and would require clearing of large areas of vegetation anyway, and 2) attempting to avoid tree removal on the steep site while providing streets that meet local design standards would result in numerous dead ends "and a noticeable decrease in neighborhood connectivity." (see Attachment 1)

Subsequently, then applicant offered that tree preservation would be further evaluated at time of final design review to save trees where possible by meandering the alignment of streets and sidewalks and shifting homes on individual lots, among other strategies. This approach also committed to replanting trees on individual lots and in the public rights-of-way where tree removal was necessary. This approach was approved by the City and has been implemented throughout prior phases of the Hillcrest PD.

Applicant's submitted preliminary land use plans illustrate the location of the site's several natural features, including surficial drainageways, steep slopes, wetlands, wooded areas, areas of shallow basalt and expansive soils, as well as areas of undocumented fill. Due to site topography, geologic/geotechnical concerns (such as uncontrolled fills, hard rock, expansive clays, and slope stability considerations), and local and emergency access requirements for maximum street grades, considerable site grading is necessary and that will result in the removal of trees within wooded areas on site. Site topography also mandates grading within or near existing watercourses to ensure that drainage features are preserved in perpetuity and do not create future erosion-related problems for the community or downstream.

Additionally, the proposed mass grading of the site, which would occur at the time of site development for each phase of the project, allows the project cut and fill volumes to be designed and constructed wholistically across phase and lots lines and minimizes the potential for future drainage or slope instability problems that are otherwise likely to result from partially completed grading that is confined to the right-of-way only.

Planned grading and associated tree removal is unavoidable in the context of the subject site; however, Applicant's plan achieves an optimum balance of maintaining natural features while providing needed housing. To ensure that public and private improvements occur on site in a manner that is consistent with best practices for tree canopy retention and the development of geologically sensitive areas, Applicant requests to replace COAs 2.2 and 2.12 (Ord. 5024) and COA 11 (S 13-6) with the following conditions of approval:...

**2. Scenic views.** The preservation of scenic views is identified in Section 17.11.110.B.2 (Ord. 3380) and within City of McMinnville Ord. 4132.

...

**Ord. 4132.** The City has interpreted in their review and approval of prior planned developments/tentative subdivisions affecting the subject site that applicable policies of Ord. 4132, including those related to scenic views, are met. Additional analysis is offered below.

The City of McMinnville adopted Ord. 4132 in April 1982, which was amended by Ord. 4225 in November 1982. This Ordinance establishes the West Hills Planned Development boundary and acknowledges that due to topographical constraints, *"the City shall allow and encourage a planned residential design which preserves and takes advantage of the unique natural features of the area, that allows concentrated building in suitable areas to*

*maintain the overall density designated for the area, and that provides for a cost efficient provision of streets, utilities, and other public and private services.”*

Section 4 of this Ordinance outlines the following 5 policy objectives that apply to land within the West Hills Development Boundary:

- (a) The goals of the Comprehensive Plan and applicable regulations and standards shall be adhered to.
- (b) The area west of Hill Road shall not be allowed to develop at an urban density until all other residential areas within the UGB are substantially developed.
- (b) The density of proposed development shall be set by the zoning classification.
- (c) The wooded portions of the site shall be incorporated into the development of the property so that they will be left substantially intact.
- (d) Scenic values of the property, as viewed from the City towards the site, shall be emphasized in residential development designs. This should be accomplished by clustering housing in a manner that reserves large open areas. This policy shall not preclude incorporation of single-family structures in development designs.

Section 5, Subsection (a) of this Ordinance vests the authority in the Planning Commission to determine compliance with policies (a) through (d) above.

The Planning Commission has approved two subsequent residential planned development/subdivisions on this site that show clustering of multi-family homes as well as single-family attached and detached homes that are arranged in a manner that accommodates the set aside for a large neighborhood park at the south end of the site. The current application seeks reductions to certain yard setback requirements which further cluster remaining residential development in a manner that will allow the creation of ±15-acres of additional parks and open space on site. It is the position of Applicant, that because the Planning Commission, and City Council, have approved prior planned development/subdivision layouts that provide less area for public and private open space and with fewer opportunities for views of natural areas as compared to the current proposal, and have thereby interpreted that such prior layouts comply with Ord. 4132, that the current layout equally or better meets the applicable policies of Ord. 4132.

#### **FINDINGS (Section 4):**

- (a) Findings regarding the applicable Comprehensive Plan Goals and Policies are addressed in a separate section of these findings.
- (b) **SATISFIED.** This threshold as previously achieved.
- (c) **SATISFIED.** The proposed density and lot size averaging are consistent with the density allowed by the R-2 PD zoning.
- (d) **SATISFIED WITH CONDITIONS.** The applicant’s October 23, 2024 supplemental responses above demonstrate consistency with Subsection (d). The application is an amendment to a Planned Development and Subdivision that was previously approved by the Planning Commission and City Council, with a subsequent amendment also previously approved by the Planning Commission and City Council. The current applications have a comparable impact and pattern and intensity of development within the wooded areas of the property as the previous application approval and amendment, which would remain in effect if the requested amendment is not approved. The conditions of approval address retention and replacement of trees. Due to the mass grading, most trees would be removed, so the



application relies substantially on replanting rather than retention of trees and wooded areas comparable to the prior approvals.

- (e) **SATISFIED WITH CONDITIONS.** The applicant's October 23, 2024 supplemental responses above demonstrate consistency with Subsection (e). The application is an amendment to a Planned Development and Subdivision that was previously approved by the Planning Commission and City Council, with a subsequent amendment also previously approved by the Planning Commission and City Council. The current applications have a comparable impact and pattern and intensity of development within the wooded areas of the property as the previous application approval and amendment, which would remain in effect if the requested amendment is not approved. The current applications include a greater degree of clustering than the current approval, resulting in some open space tracts. This is limited within the most heavily wooded portions of the site, but provides tracts that aren't part of the current approval. Even with a more clustered pattern, it should be recognized that, due to the mass grading, most trees would still be removed, including many within open space tracts, except where noted on the applicant's exhibit that shows area that are not anticipated to be disturbed, which predominantly corresponds to the tracts with jurisdictional wetlands/waterways, comprising approximately 4 acres of the site. Conditions are included to address tree removal and replacement.

### **Section 5. Procedures for Review.**

- (a) *The Planning Commission shall review proposals on the subject property to determine the acceptability of the plans. Neglect or failure of the applicants to take reasonable account of policies (a) through (e) in Section 4 shall constitute the Commission's sole basis for disapproving a proposal provided all applicable City codes are adhered to.*
- (b) *Annexation to the City of lands within the area covered by this ordinance shall not be allowed until policy (b) of Section 4 of this ordinance has been met.*
- (c) *Zone changes and land divisions submitted for approval shall be processed under the requirements and standards of Chapter 17.51 of Ordinance No. 3380 (Zoning Ordinance).*
- (d) *Land division requests shall also be processed under the requirements of Ordinance No. 3702 (Land Division Ordinance).*
- (e) *Amendments to this ordinance shall be processed under procedures set out in Chapter 17.51 of Ordinance No. 3380 (Zoning Ordinance).*

#### **FINDINGS (Section 5):**

- (a) Findings regarding Policies (a)-(e) are provided above.
- (b) **NOT APPLICABLE.** The subject property has already been annexed.
- (c) **SATISFIED.** The original applications were a Planned Development and Subdivision tentative Plan. The current proposals are amendments to those previous decisions.
- (d) **SATISFIED.** The proposed amendment to the Subdivision Tentative Plan is processed under Chapter 17.53 of the Zoning Ordinance, which replaced Ordinance 3702.
- (e) **NOT APPLICABLE.** No amendment to this ordinance is proposed.

### **Planned Development Ordinance 5024 (PDA 1-24 and S 3-24)**

**FINDING: PDA 1-24: SATISFIED WITH CONDITIONS; S 3-24 SATISFIED WITH CONDITIONS CONTINGENT ON APPROVAL OF PDA 1-24.** The recommendation includes changes to conditions

of Ordinance 5024. PDA 1-24 is consistent with the revised provisions subject to conditions of approval. S 3-24 is consistent with the revised provisions, subject to conditions of approval, contingent on approval of PDA 1-24. Please see the conditions in Section II.

*That the Conditions of Approval as documented in Exhibit A for ZC 6-17 are as follows:*

1. *That the planned development overlay shall require the following setbacks:*
  - A. *Development of the multi-family lot and single-family lots within the Northridge subdivision shall be to standard R-4 zone setbacks.*
  - B. *Lots within the Valley's Edge Phase 2 subdivision shall be to a standard R-3 zone setback.*
  - C. *All other lots shall meet applicable R-2 zoning setbacks.*

*The Planning Director is authorized to permit reductions or increases to these setback standards as may be necessary to provide for the retention of trees greater than nine (9) inches in diameter measured at 4.5 feet above grade. In no case, however, may the side yard setback be reduced to less than five feet, or the exterior side yard setback to less than 12 feet, or the distance from the property line to the front opening of a garage be reduced to less than 18 feet without approval of the Planning Commission pursuant to the requirements of Chapter 17.69 (Variance). A request to adjust the setbacks for these lots shall be accompanied by a building plan for the subject site that clearly indicates the location of existing trees. Trees to be retained shall be protected during all phases of home construction.*

**APPLICANT'S RESPONSE** The planned PD amendments no longer request R-4 zoning district setbacks be applied to portions of the site; however, deviations from yard standards are still necessary. A typical setback legend is provided on the Preliminary Product Distribution Plan in Exhibit A. Because of the need to protect more open space, avoid development in geologically sensitive areas, and provide additional stormwater management facilities, ±14 acres of the subject site that were formerly believed to be developable are no longer available for new dwellings. Subsequently, this application seeks to balance these objectives by requesting reductions to the side- and rear-yard setback requirements and by slightly reducing the size of the lots.

Taken together, this program achieves density targets established in Ordinance 5024, the City's Comprehensive Plan, and the 2023 HNA, while providing housing needed for McMinnville's anticipated population growth.

**FINDING: SATISFIED SUBJECT TO REVISIONS.** The proposal includes requested changes would require revisions to this condition.

2. *That existing trees greater than nine inches in diameter above grade shall not be removed without prior review and written approval of the Planning Director. In addition, all trees shall be protected during home construction. A plan for such protection must be submitted with the building permit application and must meet with the approval of the Planning Director prior to release of construction or building permits within the subject site. Requests for removal of such trees based upon claims of disease, or hazard should be accompanied by a report from a licensed arborist.*

**APPLICANT'S RESPONSE** The application seeks approval for the removal of all on-site trees as necessary to construct new streets, sidewalks, landscape strips, public

utilities, to perform necessary site and lot grading, and to prepare the site and planned lots for the construction of future homes as shown in Exhibit A. Where possible, mature trees will be preserved. New street trees and individual lot landscaping will serve to replace trees that are removed to accommodate this development plan.

**FINDING: SATISFIED WITH CONDITIONS.** This condition continues to be applicable to the remaining development phases.

3. *That the “Hillcrest” phased tentative subdivision plan (revised as necessary to comply with the adopted conditions of approval) be placed on file with the Planning Department and that it become a part of the zone and binding on the property owner and developer, and shall in no way be binding on the City.*

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

**APPLICANT’S RESPONSE** In accordance with this condition and the standards in MZO 17.74.070, this application seeks approval for a major change to the remaining phases of the Hillcrest PD phased tentative subdivision plan.

**FINDING: SATISFIED WITH CONDITIONS.** This condition continues to be applicable to the remaining development phases.

4. *That site plans and building elevations for the proposed multi-family units must be submitted to the Planning Director for review and approval prior to the issuance of any building permits for said units. The following criteria shall apply:*

- A. *The building layout must be nonlinear in design, even if to meet this goal the number of units has to be reduced.*
- B. *The building roof lines and facades must be broken so as to avoid a flat, uniform appearance.*
- C. *The site shall be heavily landscaped with emphasis on those sides facing a public street. Street-side landscaping shall include berming, and street trees a minimum of two-inch caliper at time of planting. In addition, parking lots shall be broken up by landscaping, and usable open space shall be provided within the development.*
- D. *Signage shall be limited to a maximum of two free-standing monument-type signs, each not more than four feet in height and not exceeding 36 square feet in area. The signs, if illuminated, must be indirectly illuminated and non flashing.*
- E. *Horizontal lap siding or similar type siding must be used (no T-111 or similar), and architectural composition roofing or a similar or higher grade type of roofing must be applied.*

**APPLICANT’S RESPONSE** The multi-family component of the original Hillcrest PD has

been constructed. This application does not seek a modification that would impact the constructed multi-family units.

**FINDING: NOT APPLICABLE.** This section applied to the previously constructed multi-dwelling development in a previous phase.

5. *Prior to the issuance of the 290<sup>th</sup> building permit for the master planned development, the developer shall complete the installation of left-turn-lane improvements, meeting the City's and Yamhill County's standards, at the intersections of Hill Road / Horizon Drive and Hill Road / West Second Street.*

**APPLICANT'S RESPONSE** This application does not seek a modification that would impact this condition of Ordinance 5024. Applicant will install the required improvements prior to the issuance of the 290th building permit.

**FINDING: SATISFIED WITH CONDITIONS.** This development will trigger improvements, which must be addressed consistent with this condition.

6. *That minimum lot sizes within the Hillcrest development may be reduced below 7,000 square feet, provided the overall residential density within the subject site (less the parkland and storm detention areas) does not exceed the net density allowed by the R-2 zone (gross density reduced by 25 percent to account for public infrastructure).*

**APPLICANT'S RESPONSE** This application does not seek a modification to the reduction of minimum lot sizes approved as a part of Ordinance 5024. The remaining phases of the Hillcrest PD subject to this application continue to provide lots that are below 7,000 square feet while maintaining an average lot size that is greater than 7,000 square feet and not exceeding the maximum density permitted within the R-2 zoning district as detailed in this written narrative.

**FINDING: SATISFIED.** With the proposed lot size averaging, the proposed development of the remaining 106 acres would be consistent with R-2 densities.

7. *Grades shall not exceed six (6) percent on arterials, 10 (ten) percent on collector streets, or 12 (twelve) percent on any other street except as described below. Any local street grade exceeding 12 (twelve) percent shall be reviewed for approval by the Fire Code Official during the land use application review process. When a local residential street is approved to exceed 12 (twelve) percent the following shall be required:*

- A. *A maximum of 200 feet of roadway length may be allowed with a grade between 12 (twelve) percent and 15 (fifteen) percent for any one section. The roadway grade must reduce to no more than 12 (twelve) percent for a minimum of 75 linear feet of roadway length between each such section for firefighting operations.*
- B. *Fire sprinklers shall be installed in all residential and commercial structures whose access road is constructed at a grade higher than 12 (twelve) percent. The approval of such fire sprinklers shall be accomplished in accordance with the provisions of ORS 455.610(6).*

*Centerline radii of curves shall not be less than 300 feet on major arterials, 200 feet on secondary arterials, or 100 feet on other streets, and shall be to an even 10 (ten) feet. Where existing conditions, particularly topography, make it otherwise impractical to provide buildable lots, the Planning Commission may*

*accept sharper curves.*

**APPLICANT'S RESPONSE** This application does not seek a modification to the street grade standards approved as a part of Ordinance 5024.

The planned PD amendments include street realignments as necessary to avoid sensitive areas of the site and to minimize the depths of cuts into bedrock whenever possible. Additionally, eyebrow corners or curb bulb-outs with reduced centerline radii of curves are planned as necessary to maximize buildable lots to achieve the same density as approved by Ordinance 5024 and as recommended by the 2023 HNA. Eyebrow corners and curb bulb-outs will be designed according to local fire department requirements and standard engineering practices.

**FINDING: SATISFIED WITH CONDITIONS.** This condition continues to be applicable to the remaining development phases.

8. *That condition of approval number 10 of S 13-06 is supplanted as follows: "The City Public Works Department will install, at the applicant's expense, the necessary street signage (including stop signs, no parking signage, and street name signage), curb painting, and striping (including stop bars) associate with the development. The applicant shall reimburse the City for the signage and markings prior to the City's approval of the final plat."*

**APPLICANT'S RESPONSE** This application does not seek a modification that would impact this condition of Ordinance 5024.

**FINDING: SATISFIED WITH CONDITIONS.** This condition continues to be applicable to the remaining development phases.

9. *That condition of approval numbers 14, 15 and 16 of S 13-06 is supplanted as follows: "Per the adopted 2010 Transportation System Plan (TSP), all remaining streets (including the extensions of 2<sup>nd</sup> Street and Horizon Drive) within the development area can be constructed to the local residential street standard. All streets shall be improved with a 28-foot wide paved section, 5-foot wide curbside planting strips, and five-foot-wide sidewalks placed one foot from the property line within a 50-foot right-of-way, as required by the McMinnville Land Division Ordinance for local residential streets."*

**APPLICANT'S RESPONSE** This application does not seek a modification to the street standards approved as a part of Ordinance 5024. All remaining streets will be constructed to the local residential street standard as shown on the Preliminary Street Plan in Exhibit A. All streets will be improved with a 28-foot-wide paved section, 4.5-foot-wide planting strip with a 0.5-foot curb, and 5-foot-wide sidewalks placed 1 foot from the property line within a 50-foot right-of-way.

**FINDING: SATISFIED WITH CONDITIONS.** This condition continues to be applicable to the remaining development phases. In addition, the application has requested flexibility for the standards for a short dead-end street which would require an amendment to this condition for the one street.

10. *That the applicant shall provide information detailing the number of lots that will be made available for individual sale to builders for review and approval by the Planning Director prior to recording of the final plat. Upon approval, the referenced lots will be made available for sale to the general public for a minimum of one hundred twenty (120) days prior to building permit issuance for said lots.*

**APPLICANT'S RESPONSE** This application does not seek a modification that would impact this condition of Ordinance 5024.

**FINDING: SATISFIED WITH CONDITIONS.** This condition continues to be applicable to the remaining development phases.

11. *That in addition to the pedestrian connections shown on Sheet SU-00 of the applicant's submittal, pedestrian connections shall also be provided between NW Brookshire and NW Canyon Creek Drive, NW Canyon Creek Drive and Road A, between Road A and the adjacent westerly edge of the subdivision (Tax Lot 809), between NW C Loop and NW Elizabeth, between Road D and the northwesterly edge of the subdivision (Tax Lot 809) and between Road E and NW 2<sup>nd</sup> Street. All private pedestrian connections shall be dedicated as tracts commonly held and maintained by a Homeowner's Association.*

**APPLICANT'S RESPONSE** This application does not seek a modification to the additional pedestrian connections required as a part of Ordinance 5024. These six additional pedestrian connections, along with significantly more open space and pedestrian connectivity, have been integrated into the amended Hillcrest PD layout as shown on the Preliminary Subdivision Plat in Exhibit A.

**FINDING: SATISFIED WITH CONDITIONS.** A revised condition has been provided to address pedestrian connector for the revised plan.

12. *That based on a Geo-Technical Engineering report dated May 10, 2016, and the soils conditions shown in this report, foundations will necessitate design by a Geo-Technical Engineer. Each design must take into account what might occur to the down slope construction (Phase 4), when further development of the hillside occurs in the future. Since the May 10, 2016, report this hillside has been saturated with substantial rainfall. How this has affected any construction on the downside as well as future development should be taken into consideration in the design of Phase 4.*

**APPLICANT'S RESPONSE** This application does not seek a modification that would impact this condition of Ordinance 5024. This condition is specific to Valleys Edge Phase 4, which was completed/platted in early 2021 and is no longer applicable. However, based on the geotechnical conditions at the site, further site-specific geotechnical investigations will be conducted and provided during final engineering, including evaluations for slope stability and surface drainage control. All recommendations from the geotechnical engineer will be integrated into site design and hillside development.

**FINDING: SATISFIED WITH CONDITIONS.** This condition continues to be applicable to the remaining development phases. Updated conditions have also been provided regarding geotechnical review.

13. *That Planned Development Ordinance No. 4868 is repealed in its entirety.*

**APPLICANT'S RESPONSE** The changes to the layout for the remaining portion of the Hillcrest PD included in this PD Amendment application comply with the requirements of Ordinance 5024. Applicant understands that, should this request be approved, Ordinance 5024 will similarly be repealed and replaced with the ordinance enacting the approval of this request. The ordinance will contain applicable elements of Ordinance 5024 in addition to new conditions reflecting the modifications to the phased tentative subdivision plan included in this application. The new ordinance will serve to continue the Planning Commission's original 2007 approval and 2017 PD Amendment approval

for the Hillcrest PD.

**FINDING: NOT APPLICABLE.** This is not a criterion. Updated conditions have been provided to clarify new conditions are applicable to future phases, and that some previous conditions only applied to previously platted phases.

**Comprehensive Plan Volume II: (PDA 1-24 and S 1-24)**

The implementation of the goal, policy, and proposal statements in Volume II of the Comprehensive Plan shall occur in one of two ways. First, the specific goal, policy, or proposal shall be applied to a land use decision as a criterion for approval, denial, or modification of the proposed request. In this case the goal, the policy, or the proposal is directly applied. The second method for implementing these statements is through the application of provisions and regulations in ordinances and measures created to carry out the goals and policies. This method involves the indirect application of the statements.

Certain Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request. The implementation of many of the goals, policies, and proposals as they apply to quasi-judicial land use applications are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, policies, and proposals as they apply certain applications, and are not addressed below.

The following findings are made relating to specific Goals and Policies:

**CHAPTER V. HOUSING AND RESIDENTIAL DEVELOPMENT**

**GOAL V.1: TO PROMOTE DEVELOPMENT OF AFFORDABLE, QUALITY HOUSING FOR ALL CITY RESIDENTS.**

**General Housing Policies**

*Policy 58. City land development ordinances shall provide opportunities for development of a variety of housing types and densities.*

**FINDING (HOUSING GOAL V.1 AND APPLICABLE POLICIES): SATISFIED.** Most of the policies under this goal are directives to the City which are implemented with the land use regulations.

**GOAL V.2: TO PROMOTE A RESIDENTIAL DEVELOPMENT PATTERN THAT IS LAND INTENSIVE AND ENERGY-EFFICIENT, THAT PROVIDES FOR AN URBAN LEVEL OF PUBLIC AND PRIVATE SERVICES, AND THAT ALLOWS UNIQUE AND INNOVATIVE DEVELOPMENT TECHNIQUES TO BE EMPLOYED IN RESIDENTIAL DESIGNS.**

**Policies:**

*68.00 The City of McMinnville shall encourage a compact form of urban development by directing residential growth close to the city center, to designated neighborhood activity centers, and to those areas where urban services are already available before committing alternate areas to residential use. (Ord. 5098, December 8, 2020)*

**Planned Development Policies:**

*Policy 72. Planned developments shall be encouraged as a favored form of residential development as long as social, economic, and environmental savings will accrue to the residents of the development and the city.*

- Policy 73. Planned residential developments which offer a variety and mix of housing types and prices shall be encouraged.*
- Policy 74. Distinctive natural, topographic, and aesthetic features within planned developments shall be retained in all development designs.*
- Policy 75. Common open space in residential planned developments shall be designed to directly benefit the future residents of the developments. When the open space is not dedicated to or accepted by the city, a mechanism such as a homeowners association, assessment district, or escrow fund will be required to maintain the common area.*
- Policy 76. Parks, recreation facilities, and community centers within planned developments shall be located in areas readily accessible to all occupants.*
- Policy 77. The internal traffic system in planned developments shall be designed to promote safe and efficient traffic flow and give full consideration to providing pedestrian and bicycle pathways.*
- Policy 78. Traffic systems within planned developments shall be designed to be compatible with the circulation patterns of adjoining properties.*

*Urban Policies.*

- Policy 99. An adequate level of urban services shall be provided prior to or concurrent with all proposed residential development, as specified in the acknowledged Public Facilities Plan. Services shall include, but not be limited to:*
- 1. Sanitary sewer collection and disposal lines. Adequate municipal waste treatment plant capacities must be available.*
  - 2. Storm sewer and drainage facilities (as required).*
  - 3. Streets within the development and providing access to the development, improved to city standards (as required).*
  - 4. Municipal water distribution facilities and adequate water supplies (as determined by City Water and Light).*

**APPLICANT'S RESPONSE (CHAPTER V AND GOALS V-1 AND V-2):** The planned PD amendments would provide ±392 new single-family dwellings at a density of ±4.6 dwellings per acre, which directly addresses the need identified in the City's HNA and does not exceed the maximum westside density of 6 units per acre (Policy 17.01). Although the remaining phases of the Hillcrest PD subdivision are planned to comprise exclusively single-family detached home lots, the previous phases of the Hillcrest PD include multiple-family homes, which together satisfy the City's goal for a mix of housing types while acknowledging development limitations in this area. These goals are met.

*STAFF NOTE: See applicant's supplemental 10/23/2024 submittal. Also, the policy referenced above has been repealed.*

**FINDING (HOUSING GOAL V.2 AND APPLICABLE POLICIES): SATISFIED WITH CONDITIONS.** Findings related to these policies have been addressed under the respective provisions of the Zoning Ordinance, including the provisions of Chapter 17.53 regarding land divisions and 17.11.110 which implements Great Neighborhood Principles for Planned Developments. These policies and provisions are satisfied with conditions as discussed in the respective sections of these findings.



## **CHAPTER VI TRANSPORTATION SYSTEM**

### **GOAL VI-1: TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.**

**APPLICANT'S RESPONSE (CHAPTER VI AND GOAL VI-1):** As shown on the Preliminary Street Plan Exhibit A and detailed in this written narrative, all streets will be constructed in accordance with applicable street standards, and the revised street network will continue to provide connections to the previous phases of the Hillcrest PD and surrounding neighborhoods in a safe and efficient manner.

Traffic studies submitted with prior approvals for the Hillcrest PD indicate acceptable traffic flow at full buildout, with certain improvements as included in Ordinance 5024. Per Ordinance 5024, prior to the issuance of the 290th building permit (which is expected to occur in Phase 4), Applicant will construct the required mitigative measures, which include a left-turn lane at the intersections of W 2nd Street/SW Hill Road and NW Horizon Drive/NW Hill Road. This PD Amendment application reduces the number of residential lots by two, which will slightly reduce traffic impacts. Therefore, the streets will remain adequate to support the anticipated traffic of the Hillcrest PD with the required mitigative measures outlined in the approved traffic studies for the Hillcrest PD. This goal is met.

**FINDING (CHAPTER VI): SATISFIED WITH CONDITIONS.** Findings related to these policies have been addressed under the respective provisions of the Zoning Ordinance, including the provisions of Chapter 17.53 regarding land divisions and complete street standards, and 17.11.110 which implements Great Neighborhood Principles for Planned Developments, including those related to the transportation system, and the standards in the Transportation System Plan. These policies and provisions are satisfied with conditions as discussed in the respective sections of these findings.

The proposed street network is substantially the same where it connects to existing street stubs and provides for new street stubs to abutting properties. The predominant changes to the street system are internal to the site. The number of lots is approximately the same as the current approval. Conditions in the current approval will carry forward regarding off-site improvements that will be required of the developer.

## **CHAPTER VII COMMUNITY FACILITIES AND SERVICES**

### **GOAL VII-1: TO PROVIDE NECESSARY PUBLIC AND PRIVATE FACILITIES AND UTILITIES AT LEVELS COMMENSURATE WITH URBAN DEVELOPMENT, EXTENDED IN A PHASED MANNER, AND PLANNED AND PROVIDED IN ADVANCE OF OR CONCURRENT WITH DEVELOPMENT, IN ORDER TO PROMOTE THE ORDERLY CONVERSION OF URBANIZABLE AND FUTURE URBANIZABLE LANDS TO URBAN LANDS WITHIN THE McMinnville Urban Growth Boundary.**

### **GOAL VII-3: TO PROVIDE PARKS AND RECREATION FACILITIES, OPEN SPACES, AND SCENIC AREAS FOR THE USE AND ENJOYMENT OF ALL CITIZENS OF THE COMMUNITY.**

**APPLICANT'S RESPONSE (CHAPTER VII AND GOALS VII-1 AND VII-3):** Utilities serving the site will be adequate for the remaining homes in the Hillcrest PD. Utility capacity was reviewed during the past approval processes and determined to be adequate, accounting for the need to install a water system booster pump station to serve lots above the 275-foot elevation contour. The Preliminary Composite Utility Plan in Exhibit A and Preliminary Stormwater Report in Exhibit H demonstrate that each remaining phase of the Hillcrest PD has been designed to include all necessary infrastructure for that phase. Furthermore, this PD Amendment will not result in an increase in utility and drainage demand beyond the prior approval.

The planned PD amendments will provide an additional ±13.0 acres of parks and open space beyond that approved in Ordinance 5024, significantly increasing the amount of land dedicated to parks and recreation within the Hillcrest PD. These goals are met.

**FINDING (CHAPTER VI): SATISFIED WITH CONDITIONS.** Findings related to these policies have been addressed under the respective provisions of the Zoning Ordinance, including the provisions of Chapter 17.53 regarding land divisions and complete street standards, and 17.11.110 which implements Great Neighborhood Principles for Planned Developments, including those related to the transportation system and recreational facilities. These policies and provisions are satisfied with conditions as discussed in the respective sections of these findings.

## **CHAPTER VIII ENERGY**

### **ENERGY CONSERVATION**

#### **GOAL VIII-2: TO CONSERVE ALL FORMS OF ENERGY THROUGH UTILIZATION OF LAND USE PLANNING TOOLS.**

**APPLICANT'S RESPONSE (CHAPTER VIII AND GOAL VIII-2):** The planned PD amendments continue to propose compact urban development, as appropriate for site's topographical limitations, which is consistent with the land utilization approved in Ordinance 5024. This goal is met.

**FINDING: SATISFIED.** The applicant's response addresses this goal.

## **CHAPTER IX URBANIZATION**

#### **GOAL IX 1: TO PROVIDE ADEQUATE LANDS TO SERVICE THE NEEDS OF THE PROJECTED POPULATION TO THE YEAR 2023, AND TO ENSURE THE CONVERSION OF THESE LANDS IN AN ORDERLY, TIMELY MANNER TO URBAN USES.**

#### **GOAL IX 2: TO ESTABLISH A LAND USE PLANNING FRAMEWORK FOR APPLICATION OF THE GOALS, POLICIES, AND PROPOSALS OF THE McMinnville Comprehensive Plan**

**APPLICANT'S RESPONSE (CHAPTER IX AND GOALS IX-1 AND IX-2):** The site will remain within the City and its UGB. As mentioned above, urban services will be available to the site. While the PD Amendment is not subject to new standards enacted since the adoption of Ordinance 5024, Applicant has made considerable efforts to incorporate the Great Neighborhood Principles of this chapter that were enacted after Ordinance 5024. The currently planned PD Amendment substantially improves conformance with the City's Great Neighborhood Principles as compared to Ordinance 5024. These goals are met.

**Note:** Please see the applicant's updated 10/23/2024 responses addressed under the findings for Section 17.11.110.

### **GREAT NEIGHBORHOOD PRINCIPLES:**

*187.10 The City of McMinnville shall establish Great Neighborhood Principles to guide the land use patterns, design, and development of the places that McMinnville citizens live, work, and play. The Great Neighborhood Principles will ensure that all developed places include characteristics and elements that create a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood with enduring value, whether that place is a completely new development or a redevelopment or infill project within an existing built area.*

187.20 *The Great Neighborhood Principles shall encompass a wide range of characteristics and elements, but those characteristics and elements will not function independently. The Great Neighborhood Principles shall be applied together as an integrated and assembled approach to neighborhood design and development to create a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood, and to create a neighborhood that supports today's technology and infrastructure, and can accommodate future technology and infrastructure.*

187.30 *The Great Neighborhood Principles shall be applied in all areas of the city to ensure equitable access to a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood for all McMinnville citizens.*

187.40 *The Great Neighborhood Principles shall guide long range planning efforts including, but not limited to, master plans, small area plans, and annexation requests. The Great Neighborhood Principles shall also guide applicable current land use and development applications.*

*Policies:*

187.50 *The McMinnville Great Neighborhood Principles are provided below. Each Great Neighborhood Principle is identified by number below (numbers 1 – 13), and is followed by more specific direction on how to achieve each individual principle*

1. *Natural Feature Preservation. Great Neighborhoods are sensitive to the natural conditions and features of the land.*

a. *Neighborhoods shall be designed to preserve significant natural features including, but not limited to, watercourses, sensitive lands, steep slopes, wetlands, wooded areas, and landmark trees.*

2. *Scenic Views. Great Neighborhoods preserve scenic views in areas that everyone can access.*

a. *Public and private open spaces and streets shall be located and oriented to capture and preserve scenic views, including, but not limited to, views of significant natural features, landscapes, vistas, skylines, and other important features.*

3. *Parks and Open Spaces. Great Neighborhoods have open and recreational spaces to walk, play, gather, and commune as a neighborhood.*

a. *Parks, trails, and open spaces shall be provided at a size and scale that is variable based on the size of the proposed development and the number of dwelling units.*

b. *Central parks and plazas shall be used to create public gathering spaces where appropriate.*

c. *Neighborhood and community parks shall be developed in appropriate locations consistent with the policies in the Parks Master Plan.*

4. *Pedestrian Friendly. Great Neighborhoods are pedestrian friendly for people of all ages and abilities.*

a. *Neighborhoods shall include a pedestrian network that provides for a safe and enjoyable pedestrian experience, and that encourages walking for a variety of reasons including, but not limited to, health, transportation, recreation, and social interaction.*

*b. Pedestrian connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces, and shall also be provided between streets that are disconnected (such as cul-de-sacs or blocks with lengths greater than 400 feet).*

*5. Bike Friendly. Great Neighborhoods are bike friendly for people of all ages and abilities.*

*a. Neighborhoods shall include a bike network that provides for a safe and enjoyable biking experience, and that encourages an increased use of bikes by people of all abilities for a variety of reasons, including, but not limited to, health, transportation, and recreation.*

*b. Bike connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces.*

*6. Connected Streets. Great Neighborhoods have interconnected streets that provide safe travel route options, increased connectivity between places and destinations, and easy pedestrian and bike use.*

*a. Streets shall be designed to function and connect with the surrounding built environment and the existing and future street network, and shall incorporate human scale elements including, but not limited to, Complete Streets features as defined in the Comprehensive Plan, grid street networks, neighborhood traffic management techniques, traffic calming, and safety enhancements.*

*b. Streets shall be designed to encourage more bicycle, pedestrian and transit mobility with a goal of less reliance on vehicular mobility.*

*7. Accessibility. Great Neighborhoods are designed to be accessible and allow for ease of use for people of all ages and abilities.*

*a. To the best extent possible all features within a neighborhood shall be designed to be accessible and feature elements and principles of Universal Design.*

*b. Design practices should strive for best practices and not minimum practices.*

*8. Human Scale Design. Great Neighborhoods have buildings and spaces that are designed to be comfortable at a human scale and that foster human interaction within the built environment.*

*a. The size, form, and proportionality of development is designed to function and be balanced with the existing built environment.*

*b. Buildings include design elements that promote inclusion and interaction with the right-of-way and public spaces, including, but not limited to, building orientation towards the street or a public space and placement of vehicle-oriented uses in less prominent locations.*

*c. Public spaces include design elements that promote comfortability and ease of use at a human scale, including, but not limited to, street trees, landscaping, lighted public areas, and principles of Crime Prevention through Environmental Design (CPTED).*

*9. Mix of Activities. Great Neighborhoods provide easy and convenient access to many of the destinations, activities, and local services that residents use on a daily basis.*

*a. Neighborhood destinations including, but not limited to, neighborhood-serving commercial uses, schools, parks, and other community services, shall be provided in locations that are easily accessible to surrounding residential uses.*

*b. Neighborhood-serving commercial uses are integrated into the built environment at a scale that is appropriate with the surrounding area.*

*c. Neighborhoods are designed such that owning a vehicle can be optional.*

*10. Urban-Rural Interface. Great Neighborhoods complement adjacent rural areas and transition between urban and rural uses.*

*a. Buffers or transitions in the scale of uses, buildings, or lots shall be provided on urban lands adjacent to rural lands to ensure compatibility.*

*11. Housing for Diverse Incomes and Generations. Great Neighborhoods provide housing opportunities for people and families with a wide range of incomes, and for people and families in all stages of life.*

*a. A range of housing forms and types shall be provided and integrated into neighborhoods to provide for housing choice at different income levels and for different generations.*

*12. Housing Variety. Great Neighborhoods have a variety of building forms and architectural variety to avoid monoculture design.*

*a. Neighborhoods shall have several different housing types.*

*b. Similar housing types, when immediately adjacent to one another, shall provide variety in building form and design.*

*13. Unique and Integrated Design Elements. Great Neighborhoods have unique features, designs, and focal points to create neighborhood character and identity. Neighborhoods shall be encouraged to have:*

*a. Environmentally friendly construction techniques, green infrastructure systems, and energy efficiency incorporated into the built environment.*

*b. Opportunities for public art provided in private and public spaces.*

*c. Neighborhood elements and features including, but not limited to, signs, benches, park shelters, street lights, bike racks, banners, landscaping, paved surfaces, and fences, with a consistent and integrated design that are unique to and define the neighborhood.*

**FINDINGS (CHAPTER IX and Policy 187.50: Great Neighborhood Principles):** Please see Applicant's Responses and Findings provided under MMC Section 17.11.110 Planned Development Residential Design and Development Standards, Subsection (B) Required Elements, Great Neighborhood Principles, which includes specific provisions for residential planned developments to meet the same thirteen Great Neighborhood Principles provided in Policy 187.50.

#### **CHAPTER X: CITIZEN INVOLVEMENT AND PLAN AMENDMENT (PDA 1-24 and S 3-24)**

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

**Policies**

**188.00** *The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.*

**APPLICANT'S RESPONSE N/A**

**FINDING: SATISFIED.** The review process allows for consolidated review of applications, with the review procedure following the process for the individual application that affords the most opportunity for public hearing and notice. This procedure provides for a Planning Commission recommendation with final decision by City Council.

In addition, the procedures require the applicant to conduct a neighborhood meeting prior to submitting the application. The applicant conducted the required neighborhood meeting and submitted the required documentation with the application.

TS

## Attachments 1a-1d to Decision Document

### Applications and Attachments

- **Attachment 1a to Decision Document: PDA 1-24 Submittal (7-3-2024)**  
[https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community\\_development/page/25456/pda\\_1-24\\_submittal.pdf](https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community_development/page/25456/pda_1-24_submittal.pdf)
- **Attachment 1b to Decision Document: PDA 1-24 Supplemental Submittal (8-16-2024)**  
[https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community\\_development/page/25456/pda\\_1-24\\_combined\\_transmittal\\_cover\\_sheet\\_and\\_additional\\_submittal\\_8-16-2024.pdf](https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community_development/page/25456/pda_1-24_combined_transmittal_cover_sheet_and_additional_submittal_8-16-2024.pdf)
- **Attachment 1c to Decision Document: S 3-24 Submittal (9-13-2024)**  
[https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community\\_development/page/25456/s\\_3-24\\_submittal.pdf](https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community_development/page/25456/s_3-24_submittal.pdf)
- **Attachment 1d to Decision Document: PDA 1-24/S 3-24 Supplemental Submittal (10-23-2024)**  
[https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community\\_development/page/25456/5147-02\\_20241023\\_applicants\\_responses\\_to\\_staff\\_issues\\_-\\_final\\_pkg.pdf](https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community_development/page/25456/5147-02_20241023_applicants_responses_to_staff_issues_-_final_pkg.pdf)

McMINNVILLE WATER & LIGHT  
MEMORANDUM

**TO: McMinnville Planning Department**

**DATE: September 24, 2024**

**FROM: McMinnville Water & Light,  
Sam Justice, General Counsel**

**RE: PDA 1-24 and S 3-24; Request for  
Agency Comment**

Comments

**A. Water Division comments:** Generally relating to Comp. Plan Goal V 2, Urban Policies 99.00(4); Goal VII 1, Policies 144.00- 147.00, 151.00

1. Comparison Map: P-03 - Mt. Mazama Ct no longer loops into Horizon Dr. Looks to create a long dead end line for the water main.
2. PDA 1-24 Submittal: Page 5 - 5<sup>th</sup> paragraph eludes to the Zone 2 elevation starting at 275'. The actual Zone-2 elevation is 272'.
  - o From the *2024 Water Master Plan Addendum*:

**7.1 Zone 2 Analysis**

Future development in the west above 272 feet elevation was included in Zone 2. This zone will be served initially by a variable speed pump (VSP) and fire pumps to provide the range of flows required to serve near-term development. In the future, a new service reservoir will be built at an overflow of approximately 510 ft to serve the area and fire pumps will no longer be required. Supply to this zone may eventually be provided directly off the finished water supply line and gravity fed to the Zone 2 reservoir, reducing pumping operations only to peak hours. Depending on storage needs in Zone 1, MW&L may consider oversizing the Zone 2 reservoir to provide emergency storage to Zone 1, assuming adequate system pressure reducing valves (PRVs) between the two zones.

3. PDA 1-24 Submittal: Page 5 - 5<sup>th</sup> paragraph, "... will rely on a new public water booster pump station ..." The pump-station building exists. However, the building lacks the necessary pumps and control infrastructure.
4. PDA 1-24 Submittal: Page 9 - Response F - Same as 2 and 3 above.
5. PDA 1-24 Submittal: Page 40 - Response G - Same as 3 above.
6. PDA 1-24 Submittal: Page 41 - Response Goal VII-3 - Same as 3 above.
7. PDA 1-24 Submittal: Page 96-Findings of Fact paragraph 3 - Water can serve the site (within the city limits) but requires developer to fund new Zone 2 (above 272-foot elevation) public water infrastructure, pursuant to MW&L rule and policy. *See, McMinnville Water and Light Line Extension Policy, adopted by the commission by Res. No. 2021-18.*
8. PDA 1-24 Submittal: Page 103 - Policies 144.00 - "... within the McMinnville Urban Growth Boundary". The MW&L service territory is the McMinnville city limits.
9. S 3-24 Submittal: Page 11 - 6<sup>th</sup> paragraph - Same as 2 and 3 above.
10. S 3-24 Submittal: Page 15 - Response F - Same as 2 and 3 above.
11. S 3-24 Submittal: Page 46 - Chapter 17.72 Response 3 - Same as 2 and 3 above.
12. S 3-24 Submittal: Page 47 - Chapter VII- Same as 2 and 3 above.

Signature/Date s/Sam Justice. Gen. Counsel. 9-24-24	Rev. by Steve Wendell Civ. Eng. Supv.	Rev. by Ryan Timm Proj. Mngr (Elec).		
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13. S 3-24 Submittal: Page 115 - Policies 144.00- Same as 2 and 3 above.

**B. Light (Electric) Division comments: (See Comp. Plan references below):**

1. 17.58.090(E). MW&L is in the process of updating its Streetlight Design Guide. Contact MW&L for updated version.
2. App. Question 5; and MZO 17.53.153(B); and Comp. Plan Goal VIII 1, Energy Supply, Policy 171.00, 174.00.
  - a. In order to distribute utility electric service throughout the new development, increase reliability, and plan for future development, MW&L may need to extend power through open spaces, tracts, pedestrian pathways, or other spaces in addition to the typical road right-of-way alignment.
3. MZO 17.53.153 B.; and Comp. Plan Goal VIII 1, Energy Supply, Policy 33.00.
  - a. The MW&L electric master plan includes the continuation of a 600 amp, high-voltage, underground distribution system throughout the new development. Additional easement area may be required in order to accommodate larger vaults and pad-mounted switching equipment.
  - b. Will the development feature all electric homes? or will NW Natural gas be available at each lot?
  - c. For lots developed by Holt Homes, will homes be prewired for electric vehicle (EV) charging? If so, what capacity (breaker size) will be typically provided?
  - d. Due to the steep terrain, it may be necessary to use retaining walls or other construction methods to create level surfaces for vault installations with the public utility easements.

Signature/Date s/Sam Justice. Gen. Counsel. 9-24-24	Rev. by Steve Wendell Civ. Eng. Supv.	Rev. by Ryan Timm Proj. Mngr (Elec).		
--	---	--	--	--



535 NE Fifth Street  
McMinnville, Oregon  
97128  
503-474-4910

**To:** City of McMinnville Planning Department

**Regarding:** *Planned Development Amendment application PDA 1-24, the Hillcrest Planned Development, Tax Lot No. R4524 0080. The site is approximately 106 acres, including the general area between the westerly ends of SW 2<sup>nd</sup> Street and NW Horizon Drive and extending to the northwest. Amending the previous Planned Development Amendment Approval ZC 6-17 (Ordinance 5024).*

Yamhill County Transit (YCT) is the transit service provider for the City of McMinnville, and Yamhill County. Yamhill County Transit provides four local McMinnville routes and four commuter routes connecting McMinnville to Tigard, Hillsboro, Salem, and Grand Ronde. YCT also provides demand response service Monday-Saturday in McMinnville. Annual ridership system wide is approximately 200,000 and prior to the pandemic was 300,000.

Thank you for the opportunity to respond to the modification of an approved Planned Development project, Hillcrest Planned Development. Project file # PDA 1-24. These comments are being provided in conjunction with the land use review associated with this proposal and may be included in the public record associated with this project. This project will develop nearly 400 sites for residential development. There are a number of locations in the City's approval criteria for this project which, when implemented, will help support transit. These include the following:

The City's code standards for land divisions in code section 17.53.103) (B) includes provisions to limit block length to 400' perimeter to 1,600'. This helps to create a walkable environment by creating more opportunities for pedestrian connections.

For this amendment, the applicant has requested increases to block length and perimeter and adjustments of mid-block connections. The applicant has cited topographical and ADA requirements. If approved, this will reduce vehicle connectivity which minimizes the ability to provide dial-a-ride or other on-demand transit service. Overall, the project is also requesting a reduction to pedestrian access ways, thereby reducing pedestrian connectivity throughout the project as a whole.

Additionally, the City's code standard in 17.11.110.B. Required Elements, Great Neighborhood Principles, subsection 6b notes:

**6. Connected Streets.**

*a. Streets shall be designed to function and connect with the surrounding built environment and the existing and future street network, and shall incorporate human scale elements including, but not limited to, Complete Streets features as defined in the Comprehensive*

*Plan, grid street networks, neighborhood traffic management techniques, traffic calming, and safety enhancements.*

*b. Streets shall be designed to encourage more bicycle, pedestrian, and transit mobility with a goal of less reliance on vehicular mobility.*

The project has not provided any resources around the direct provision of transit for nearly 400 single-family homesites. Resources could include:

- A mix of housing types at a variety of scales and densities and neighborhood-serving commercial spaces, reducing demand on automobile use by providing services within walking distance.
- Transit shelters at the edge of the site.
- Identify locations for bus stops that provide access for a bus to deploy a ramp and load wheelchairs.

YCT recommends the City of McMinnville refer to the 2018 Transit Development Plan adopted by the City of McMinnville and the recommended land use transit supportive code guidance in TDP Volume 1 Appendices, Appendix G-1.

Respectfully,

*Cynthia*

Cynthia Thompson  
Transit Manager  
535 NE Fifth Street  
McMinnville, Oregon 97128



## Wetland Land Use Notice Response

### Response Page

#### Department of State Lands (DSL) WN# \*

WN2024-0605

#### Responsible Jurisdiction

<b>Staff Contact</b> Tom Schauer	<b>Jurisdiction Type</b> City	<b>Municipality</b> McMinnville
<b>Local case file #</b> PDA 1-24	<b>County</b> Yamhill	

#### Activity Location

Township	Range	Section	QQ section	Tax Lot(s)
04S	05W	24		801

Street Address

N of NW Elizabeth St & NW Brookside St

Address Line 2

City

McMinnville

Postal / Zip Code

97128

State / Province / Region

OR

Country

Yamhill

**Latitude**

45.210138

**Longitude**

-123.244847

#### Wetland/Waterway/Other Water Features

- There are/may be wetlands, waterways or other water features on the property that are subject to the State Removal-Fill Law based upon a review of wetland maps, the county soil survey and other available information.
- The National Wetlands Inventory shows wetland, waterway or other water features on the property
- The National Hydrography Dataset shows wetland, waterway or other water features on the property
- The county soil survey shows hydric (wet) soils on the property. Hydric soils indicate that there may be wetlands.

#### Your Activity

- It appears that the proposed project **will** impact wetlands and **requires** a State Permit.

- An onsite inspection by a qualified wetland consultant is recommended prior to site development to determine if the site has wetlands or other waters that may be regulated. The determination or delineation report should be submitted to DSL for review and approval. Approved maps will have a DSL stamp with approval date and expiration date.

## Applicable Oregon Removal-Fill Permit Requirement(s)

- A state permit is required for 50 cubic yards or more of fill removal or other ground alteration in wetlands, below ordinary high water of waterways, within other waters of the state, or below highest measured tide.

## DSL Review

### Wetland Ecologist Comments

Based on the submitted site plan, the proposed project ("Amendment to Planned Development Approval") appears to involve impacts to waters of this state with road and pedestrian path crossings. The fill amount identified in the delineation for Phase 1 (WD2020-0331) will also need to be included in the future permit application, since it has not yet been resolved.

Please note that the two wetland delineations on file with DSL (the approved WD2020-0331 & WD2024-0418 still pending review) do not appear to include the entire project area. It is recommended that a wetland delineation report be prepared for DSL review for the future project phases as well.

**This is a preliminary jurisdictional determination and is advisory only.**

This report is for the State Removal-Fill law only. City or County permits may be required for the proposed activity.

- A Federal permit may be required by The Army Corps of Engineers: (503)808-4373

### Contact Information

For information on permitting, use of a state-owned water, wetland determination or delineation report requirements please contact the respective DSL Aquatic Resource, Proprietary or Jurisdiction Coordinator for the site county.

### Response Date

9/24/2024

### Response by:

Jessica Salgado

### Response Phone:

541-408-1892

## Attachment 3a to Decision Document

**From:** [Jerry Hubbard](#)  
**To:** [Tom Schauer](#)  
**Subject:** PDA 1-24  
**Date:** Saturday, September 21, 2024 9:25:27 AM  
**Attachments:** [We sent you safe versions of your files.msg](#)  
[New homes.docx](#)

---

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

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**This message originated outside of the City of McMinnville.**

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Attached is our concerns regarding the PDA 1-24.

--

Jerry Hubbard, CFM Retired, IFMA Fellow  
541 390 9798  
2834 NW Mt Ashland Lane  
McMinnville

Tom Schauer

Planning Department

City of McMinnville

Via e mail

9/20/2024

Re: PDA 1-24

We are addressing various concerns regarding the proposal to add about 390 homes over a period of several years. We live at 2834 NW Mt Ashland Lane below the proposed development. Our issues involve:

1. Existing streets are not adequate to handle traffic from 390+ homes. Each home could have two vehicles plus four commuter trips five days a week plus everyday shopping trips (4x390 plus 390 other trips = 1,950 trips per day or 13,650 trips per week.

Of particular concern is the new traffic on Valleys Edge Street. Current residents park on the street and several homes have small children whose parents play ball in front of their home. New traffic exiting the east end of the new development (phase 1,4 and 5) will use Valleys Edge to enter NW 2<sup>nd</sup> ave.

Loop A lies into horizon Dr and exits to Valley View and Mt Mazama St.

2. School buses, moving trucks, fire trucks and other large trucks – the plan shows a number of dead-end streets (road A, B, Valley Creek Drive, Brookside St, Loop C, West 2<sup>nd</sup> st, Road H and Road E. Dead end roads will require large vehicles to turn around on narrow streets or backup to exit the dead-end.  
will
3. Water Pressure – current homes on NW Mt. Ashland Lane are fire sprinklered. Water pressure is 50 PSI. Adding 390+ new homes will require additional water capacity and pumping stations to maintain water pressure. What is the City's plan to address water and water pressure. Homes east of Mt Mazama Drive currently have low water pressure.

Will the McMinnville Fire District have hydrants and will they meet the national fire standards for water capacity and pressure? Will the 390+ new homes have a detrimental impact on hydrant water pressure on streets east and south of the development?

The current water holding tank for our part of Mac is up on Fox Ridge Road and a second one needs to be developed (I sure not want to be taxed for someone else's water). The tank should be higher than the folks receiving it. Will the contractor pay for the installation of a new water tank?v

4. The Plan can be completed within a reasonable period of time – what is the timing of each phase? How many years will adjacent home owners be subject to construction traffic, personnel traffic, parking of construction vehicles, dirt, dust congestion and noise?
5. Home values on homes east and south of the new development – years of construction of 390+ homes will have a negative impact on the value and resale value of current homes.
6. Drainage facilities – water and sewer systems will drain south and east – what is the plan to add city infrastructure to handle waste water, site drainage, street drainage, etc.
7. Impact on schools – adding 390+ homes with several children per home could add 980 children to local K-8 schools. What is the School District plans to accommodate new children. New routes for school buses will be needed as phases are completed. This will have an impact of new and existing streets.
8. Comprehensive Plan – what are the objectives of the plan for the area and how are they consistent with the area objectives?  
Standard regulation requirements – what special physical conditions or objectives will satisfy a departure from the standard regulation requirements?
9. Removal of all trees to accommodate the development plan – there is currently a large forest north and west of the development. What is the impact of removing a forest on carbon and air quality. What is the impact on the open areas west of the forest removal area and the open area north of the development? Will the developer provide an off-set (money, parks, etc.) for removal of the forest. What is the impact of wildlife using the forest?
10. Need for high-end priced homes – McMinnville has a need for more affordable housing, both rentals, multiple-family units and single-family homes

The development will not address any of the Cities needs for affordable house. The homes on NW Mt Ashland Lane sold for \$650,000 to \$700,000 several years ago. Currently there are homes for sale on Ashland, one at \$920,00 and three at \$700,000.

Adding 390+ homes selling for \$700,000+ will not address the Cities need for affordable housing. What are the developers plan to provide an off-set for affordable housing?



11. What is the City of McMinnville's capital outlays for the development? Will there be increases in operating costs to the city that are not off-set by the developer (street maintenance, street sweeping, etc.?)
12. Logging trucks – prohibit trucks from using residential streets when comping empty and when loaded with logs.
13. Large construction equipment and materials = prohibited from using residential streets to access PDA 1-24.
14. Blasting - prohibit all blasting on the PDA 1-24 site.
15. Parking by construction workers – prohibit parking on residential streets.
16. Street Cleaning – require contractor to provide weekly street sweeping or more often as required.
17. Fire Watch – provide a security/fire watch person during non-construction hours.
18. Police – increase police patrols in neighborhoods adjacent to PDA 1-24.
19. Residential home damage due to construction – require contractor to promptly repair any damage both cosmetic and otherwise to home adjacent to PDA 1-24.
- 20.

## Attachment 3b to Decision Document

**From:** [Clarke Ellingson](#)  
**To:** [Tom Schauer](#)  
**Subject:** Testimony for planning meeting on Oct 3  
**Date:** Wednesday, October 2, 2024 3:17:31 PM

---

**This message originated outside of the City of McMinnville.**

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Dear McMinnville Planning Commission,

I am writing on behalf of 4E Land LLC. Please enter our comments and testimony into the record.

Earlier this summer, I attended the community meeting conducted by AKS Engineering. I attended the meeting thinking I was in full support of their development plan. I feel strongly it's good planning to build homes on the marginal foothill land rather than pave over the best farm fields surrounding the city. However, after listening to the comments and concerns brought forth by the homeowners adjacent to the proposed development, my opinion has shifted. The homeowners made good points concerning the increase in traffic through the neighborhood in already too narrow and busy streets on the westside, as well as raised concerns about inadequate water infrastructure and low water pressure, these are concerns which need to be addressed prior to building commencement.

My main concern is with the density of homes being proposed and how much that will impact the above issues, as well as understand how drainage issues will be addressed. As West 2<sup>nd</sup> is extended North and South, three separate drainage sites come together. Large deciduous and evergreen trees exist on the west side of the project as well as a large population of wildlife. Did AKS employee and wildlife biologist conduct a survey on the impact on deer and turkey population, and assess how their displacement will impact neighboring properties?

In my opinion, the west side of the project would be better suited for larger residential lots, big enough to preserve the trees as well as to match the features of terrain. I would advocate for making these lots available for custom home builders, shifting as much of the open space to the west side of the project.

The proposed development is an abrupt transition from high density to EFU 80 land. 4E Land LLC maintains a livestock operation here and density of the proposed development will make it more difficult to sustain our operation. I'm concerned for human vs livestock conflict which would increase our liability. Cattle make best use of the forage when not bothered by humans or neighboring pets. Grazing wildlife will be displaced, also competing for pasture and forage.

For these reasons, we would like to see the planning commission vote to deny the project as submitted.

Thank you,

Clarke Ellingson  
4E Land LCC

## EXHIBIT 2 – STAFF REPORT

**DATE:** November 7, 2024  
**TO:** Planning Commission Members  
**FROM:** Taylor Graybehl,  
**SUBJECT:** Zone Change (ZC 3-24)

### STRATEGIC PRIORITY & GOAL:



### GROWTH & DEVELOPMENT CHARACTER

Guide growth and development strategically, responsibly, and responsibly to enhance our unique character

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

---

### Report in Brief:

This agenda item is a quasi-judicial public hearing to consider the Zone Change application for property located west of the NE Newby Street and NE Hoffman Drive intersection, identified as Tax Lot R4409DC 01100. After conducting the Public Hearing, the Planning Commission will make a recommendation to the McMinnville City Council for consideration. The City Council will make the final decision on this application.

**Zone Change Application (ZC 3-24)** – The application requests approval to change the zoning designation of Tax Lot R4409DC 01100 from R-3 (Medium-Density, 6000 SF Lot Residential) to R-4 (Medium, High-Density, 5000 SF Lot Residential). The subject parcel is approximately 2.93 acres in size. This application only requests a zone change. Any future development will require a separate development application. A Zone Change proposal must satisfy all relevant requirements of the review criteria set forth in McMinnville Municipal Code (MMC) 17.74.020.

Staff is recommending **approval** of this zone change application.

### Background:

The applicant and property owner submitted a Zone Change application to the Community Development Department on August 5, 2024. The application was deemed incomplete on August 27, 2024. On August 30, 2024 the applicant submitted additional materials, including a written notice that no other information will be provided. The application was deemed complete on August 30, 2024. A Notice of public hearing was mailed to all property owners within 300 feet of the exterior boundary of the subject property on October 16, 2024. Notice of the public hearing was published in the News-Register on November 1, 2024.

Figure 1: Vicinity Map (Property lines approximate)

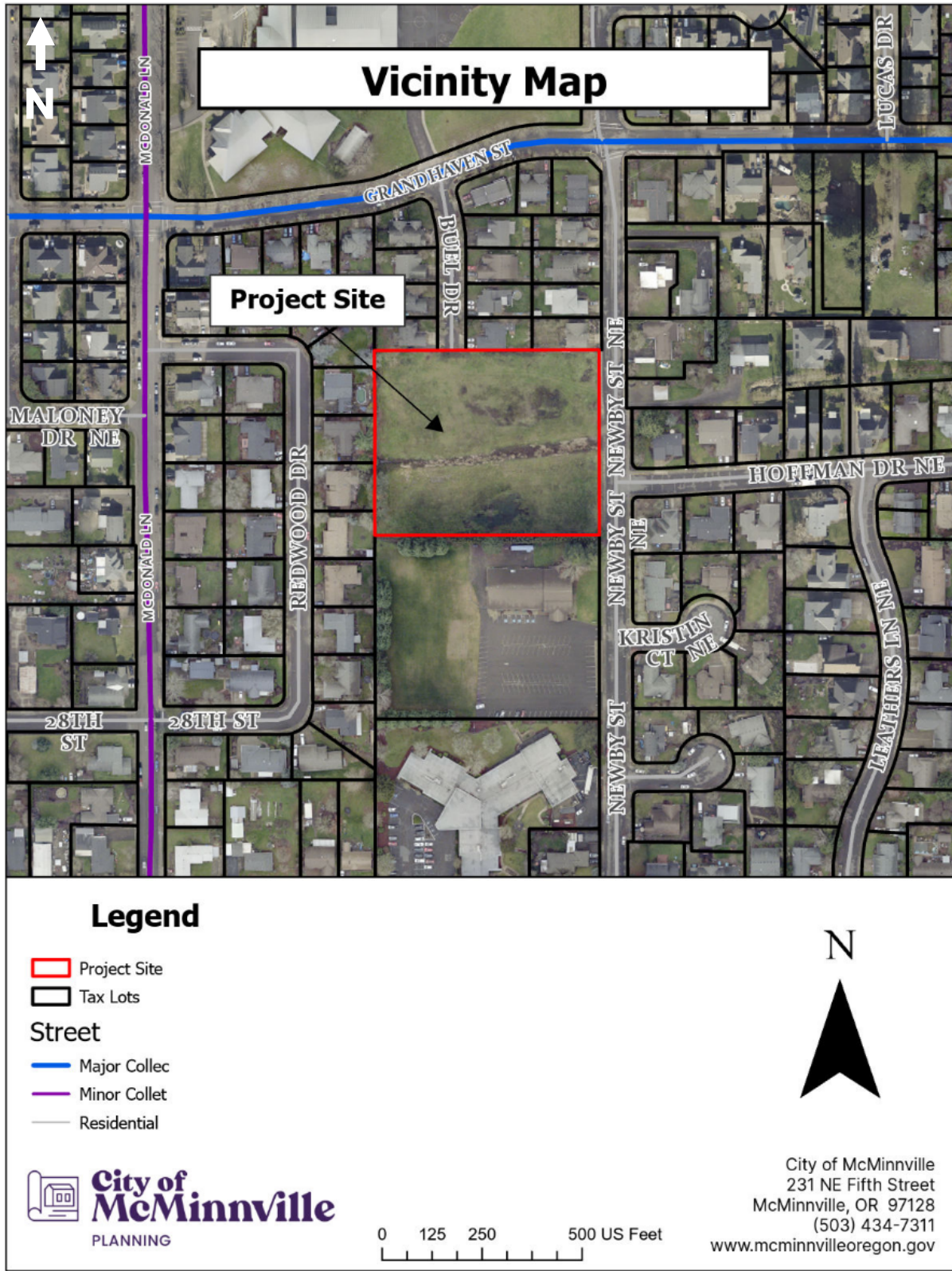
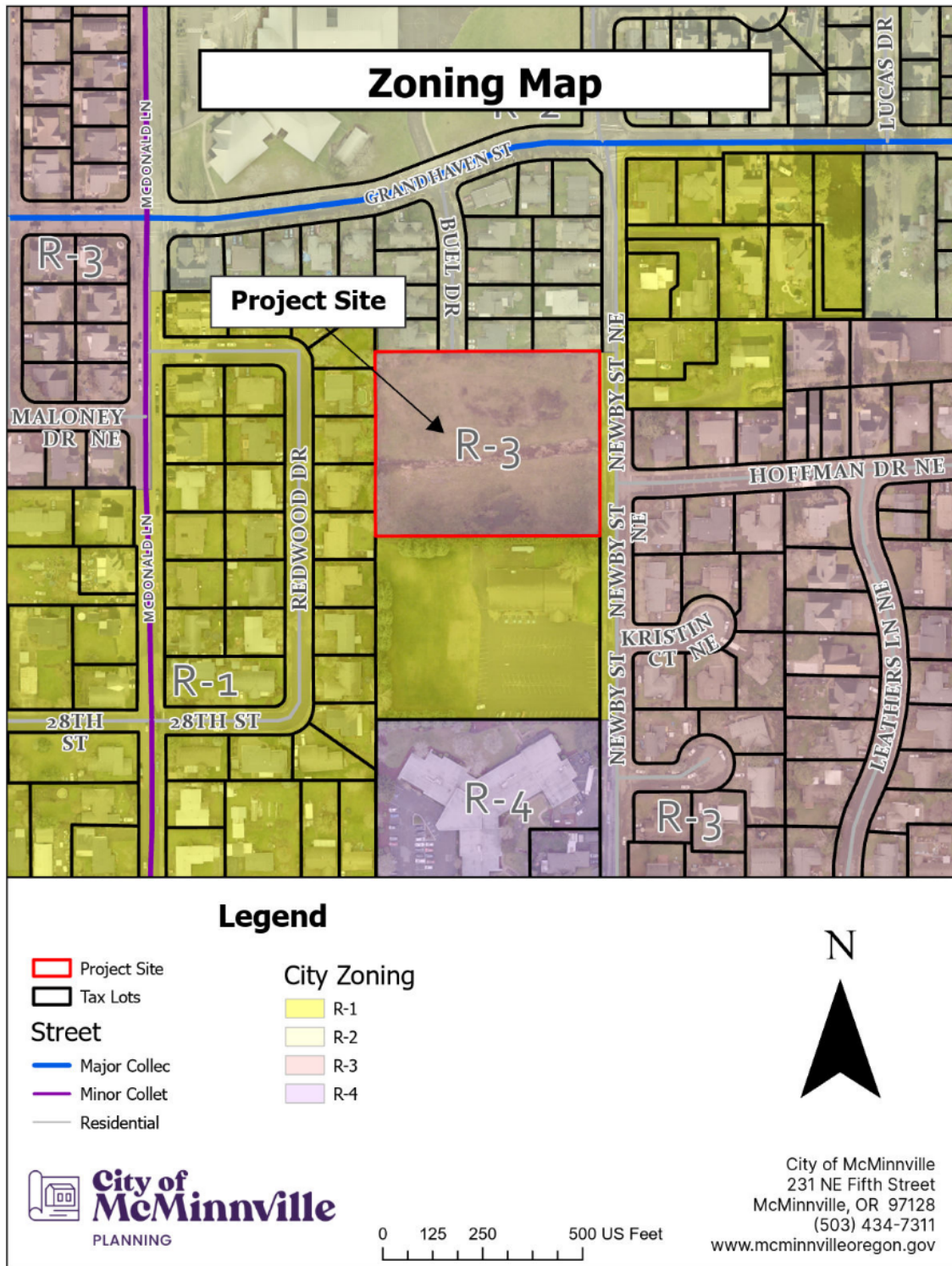
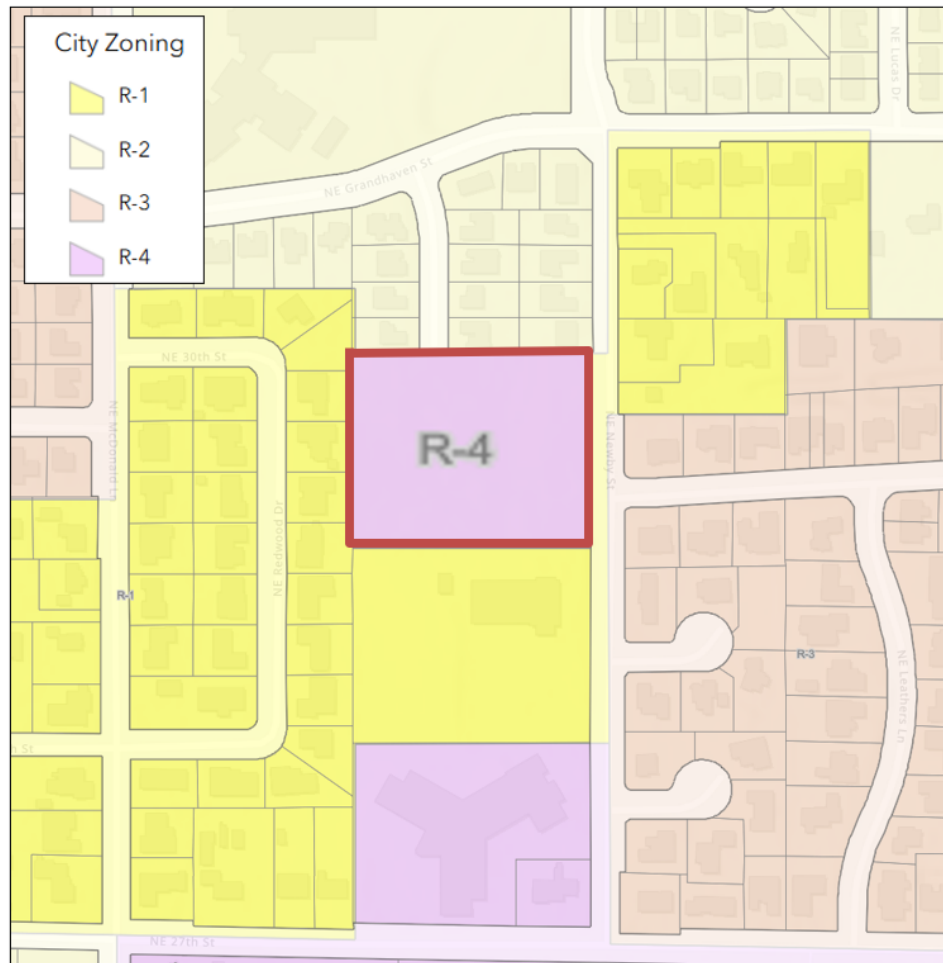


Figure 2: Current Zoning Map



**Figure 3: Proposed Zoning Map**



**Discussion**

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria and standards for a Zone Change are found in the MMC, Title 17, Chapter 17.74 of the Zoning Ordinance.

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of a proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II.

Amendments to the City’s adopted and acknowledged planning documents, including amendments to the Zoning Map, are also subject to certain Statewide Planning Goals and associated statutes and administrative rules.

Staff found that zone change application ZC 3-24 satisfied all zone change criteria, applicable Comprehensive Plan Goals and Polices, and applicable Statewide Planning Goals.

**Attachments:**

- Attachment 1. Zone Change (ZC) 3-24 Decision Document

**Commission Options:**

- 1) Close the public hearing and recommend that the City Council **APPROVE** the application, per the decision documents provided which includes the findings of fact.
- 2) Close the public hearing and recommend that the City Council **APPROVE** the application, per the decision document provided which includes the findings of fact, **WITH CONDITIONS.**
- 3) **CONTINUE** the public hearing to a specific date and time.
- 4) Close the public hearing and **DENY** the application, providing findings of fact for the denial in the motion to deny.

***Note:** This is the first evidentiary hearing for these quasi-judicial applications. Any party may request that the hearing be continued or the record be left open.*

**Recommendation/Suggested Motion:**

Tonight's hearing will require a motion from the Planning Commission. Staff's recommendation for the motion is below:

Staff recommends that the Planning Commission make the following motion recommending approval of ZC 3-24:

**BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE CITY OF McMINNVILLE, THE PLANNING COMMISSION RECOMMENDS TO THE MCMINNVILLE CITY COUNCIL THAT ZC 3-24 BE APPROVED SUBJECT TO THE ATTACHED DECISION DOCUMENT.**





Community Development Department

231 NE Fifth Street

McMinnville, OR 97128

(503) 434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPLICATION FOR ZONG CHANGE FROM R-3 (MEDIUM-DENSITY, 6000 SF LOT RESIDENTIAL ZONE) TO R-4 (MEDIUM, HIGH-DENSITY, 5000 SF RESIDENTIAL ZONE) FOR A PROPERTY APPROXIMATELY 2.93 ACRES LOCATED AT TAX LOT R4409DC 01100.**

**DOCKET:** ZC 3-24 (Zone Change)

**REQUEST:** The application requests approval to change the zoning designation of Tax Lot R4409DC 01100 from R-3 (Medium-Density, 6000 SF Lot Residential) to R-4 (Medium, High-Density, 5000 SF Lot Residential). The subject parcel is approximately 2.93 acres in size. This application only requests a zone change. Any future development will require a separate development application.

**LOCATION:** West of NE Newby Street and NE Hoffman Drive Intersection  
(see attached map)

Map & Tax Lot: R4409DC 01100

**CURRENT ZONING:** R-3, Medium-Density, 6000 SF Lot Residential Zone

**APPLICANT:** Monika Development LLC c/o Wendi Kellington  
**PROPERTY**

**OWNER:** Monika Development c/o Lori Zumwalt

**STAFF:** Taylor Graybehl, Senior Planner

**DATE DEEMED COMPLETE:** August 30, 2024

**HEARINGS BODY & ACTION:** The McMinnville Planning Commission makes a recommendation to the City Council. A Planning Commission recommendation of approval is transmitted to the City Council for a decision. A Planning Commission decision of denial becomes the final decision unless that decision is appealed to the City Council.

**PLANNING COMMISSION**

**HEARING DATE &**

**LOCATION:** November 7, 2024 at 6:30 P.M., 200 NE 2<sup>nd</sup> Street, McMinnville, OR 97128.  
Zoom meeting ID: 894 0886 2808, Passcode: 608036

**DECISION-MAKING**

**BODY:** The McMinnville City Council makes the final decision, unless the Planning Commission decision is denial, in which case that is the final decision unless the Planning Commission decision is appealed to City Council.

**MEETING DATE & LOCATION:**

To be determined.

**PROCEDURE:**

An application for a Zone Map amendment is processed in accordance with the procedures in Section 17.72.120 of the McMinnville Municipal Code. The application is reviewed by the Planning Commission in accordance with the quasi-judicial public hearing procedures specified in Section 17.72.130 of the McMinnville Municipal Code.

**CRITERIA:**

The applicable criteria for a Zone Map Amendment is specified in Section 17.74.020 of the McMinnville Municipal Code. In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated but are to be undertaken in relation to all applicable land use requests. The proposal must also be consistent with applicable provisions of state law.

**APPEAL:**

The Planning Commission makes a recommendation to the City Council. If the Planning Commission recommendation is approval, the recommendation is forwarded to City Council to make the final decision. If the Planning Commission recommendation/decision is denial, then that is the final decision unless the Planning Commission's decision is appealed to the City Council per Section 17.72.180 of the McMinnville Municipal Code.

As specified in Section 17.72.190 of the McMinnville Municipal Code, the City Council's decision may be appealed to the Land Use Board of Appeals (LUBA) within 21 (twenty-one) days of the date written notice of decision is mailed.

**COMMENTS:**

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, Public Works Department, Waste Water Services, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Planning Department; Ziply Fiber (formerly Frontier Communications); Comcast; Recology; Northwest Natural Gas; Oregon Department of State Lands; and Oregon Department of Transportation. Their comments are provided in Section IV of this document.



**TABLE OF CONTENTS:**

TABLE OF CONTENTS: .....4

I. APPLICATION SUMMARY:.....5

    Subject Property & Request .....5

        Figure 1. Vicinity Map .....6

        Figure 2. Current Zone Map .....7

        Figure 3. Proposed Zone Map.....8

II. CONDITIONS: .....9

III. ATTACHMENTS:.....9

IV. COMMENTS:.....9

    Agency Comments .....9

    Public Comments.....10

V. FINDINGS OF FACT - PROCEDURAL FINDINGS .....10

VI. FINDINGS OF FACT - GENERAL FINDINGS.....11

VII. CONCLUSIONARY FINDINGS: .....12

    MCMINNVILLE ZONING ORDINANCE (TITLE 17 OF THE MUNICIPAL CODE) .....12

        CHAPTER 17.74. REVIEW CRITERIA .....12

    COMPREHENSIVE PLAN VOLUME II:.....13

        CHAPTER II. NATURAL RESOURCES.....14

        CHAPTER V. HOUSING AND RESIDENTIAL DEVELOPMENT .....14

        CHAPTER VI. TRANSPORTATION SYSTEM.....19

        CHAPTER VII. COMMUNITY FACILITIES AND SERVICES.....20

        CHAPTER VIII. ENERGY.....22

        CHAPTER IX. URBANIZATION .....22

        CHAPTER X. CITIZEN INVOLVEMENT AND PLAN AMENDMENT .....28

    STATEWIDE PLANNING GOALS AND APPLICABLE STATE LAW .....28

## **I. APPLICATION SUMMARY:**

### ***Subject Property & Request***

The applicant requests an amendment to the Zone Map from R-3 (Medium-Density, 6000 SF Lot Residential) to R-4 (Medium, High-Density, 5000 SF Lot Residential) for a property approximately 2.93 acres in size located west of NE Newby Street and NE Hoffman Drive Intersection (Tax Lot: R4409DC 01100). **See Vicinity Map (Figure 1), Zoning Map (Figure 2).**

The subject property is vacant with sparse ground covering and one (1) street tree; a stream bisects the site from west to east, which has been identified with potential riverine wetlands under the Oregon Department of State Lands (DSL) jurisdiction. Future development will be subject to wetland regulations as implemented by the DSL.

The subject abuts two public rights-of-way, with frontage along the eastern property line (NE Newby Street) and the northern property line (where NE Nuel Drive terminates plugs). NE Newby Street has been improved with curb, gutter, sidewalk, and overhead wires. NE Nuel Drive terminates as a street plug, with the improved street (curb, gutter, sidewalk, and planter strip) butting into the property line. Future development may be responsible for improving public right-of-way abutting the site.

The Applicant has summarized the request as follows:

*The Applicant seeks land use approval from the City of McMinnville for a zone change from R-3 to R-4. The subject property is already planned residential. Therefore, no plan amendment is required. The purpose of the zone change is to allow higher residential density on the property. The intended use of the property is to allow for the development of multifamily units.*

As noted by the Applicant, the request is for a zone map amendment to allow for the future development of multi-family units. Although the application has identified the purpose of the amendment as to allow multi-family units, no development is proposed or reviewed as part of this application. Future development of the site, such as a multi-family development, will be subject to additional review to ensure compliance with local, state, and federal regulations, which may include building and safety, traffic and parking, architectural standards, building size, landscaping, street trees, stormwater management, and wetlands/stream alteration.

In summary, the proposal is to change the subject site's zone from R-3 to R-4. The decision will be limited to the application and based only on the proposed Zone Map amendment's review criteria; a detailed analysis of the proposal's compliance with review criteria can be found in the Conclusionary Findings below.

Figure 1. Vicinity Map

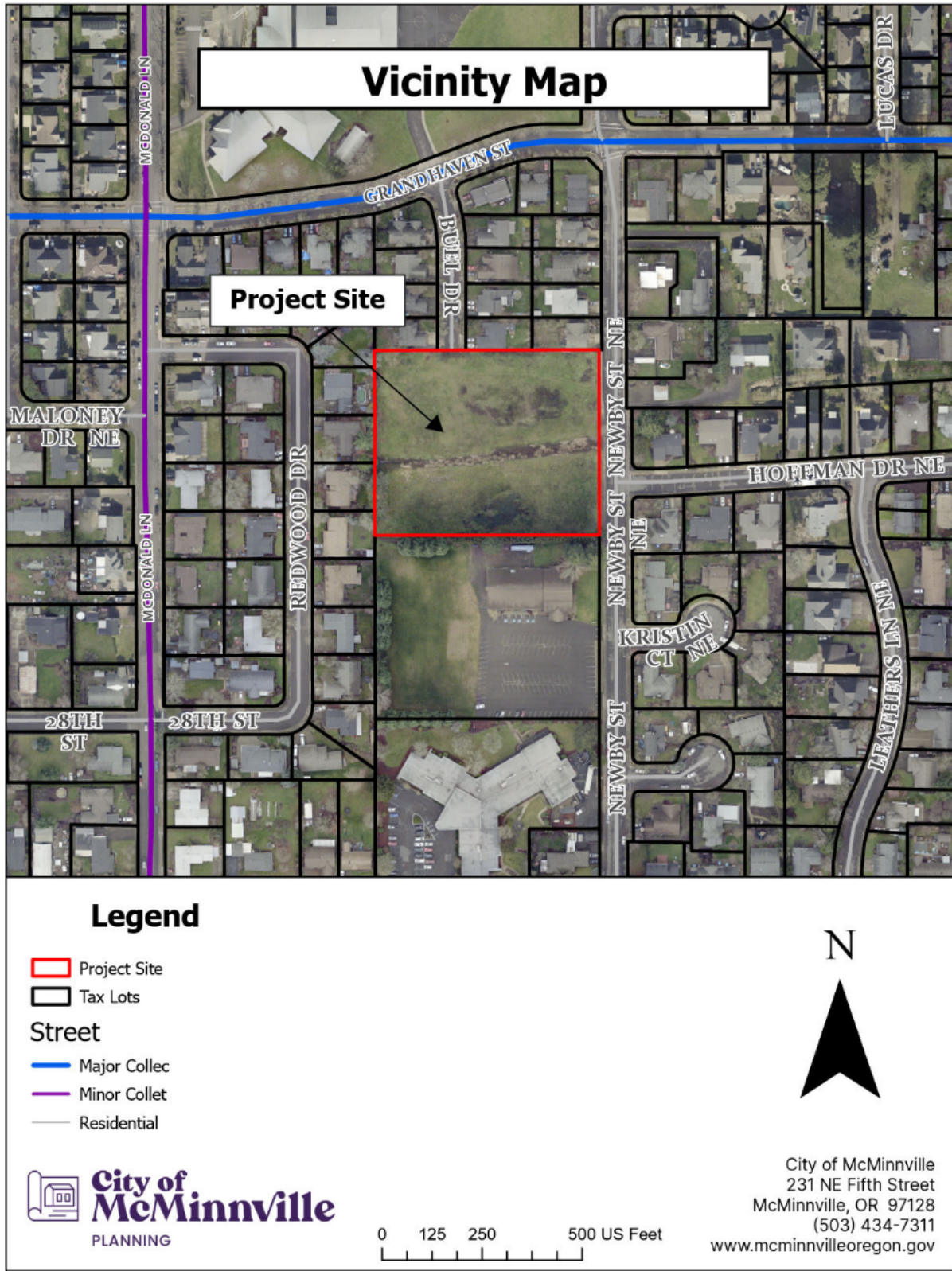


Figure 2. Current Zone Map

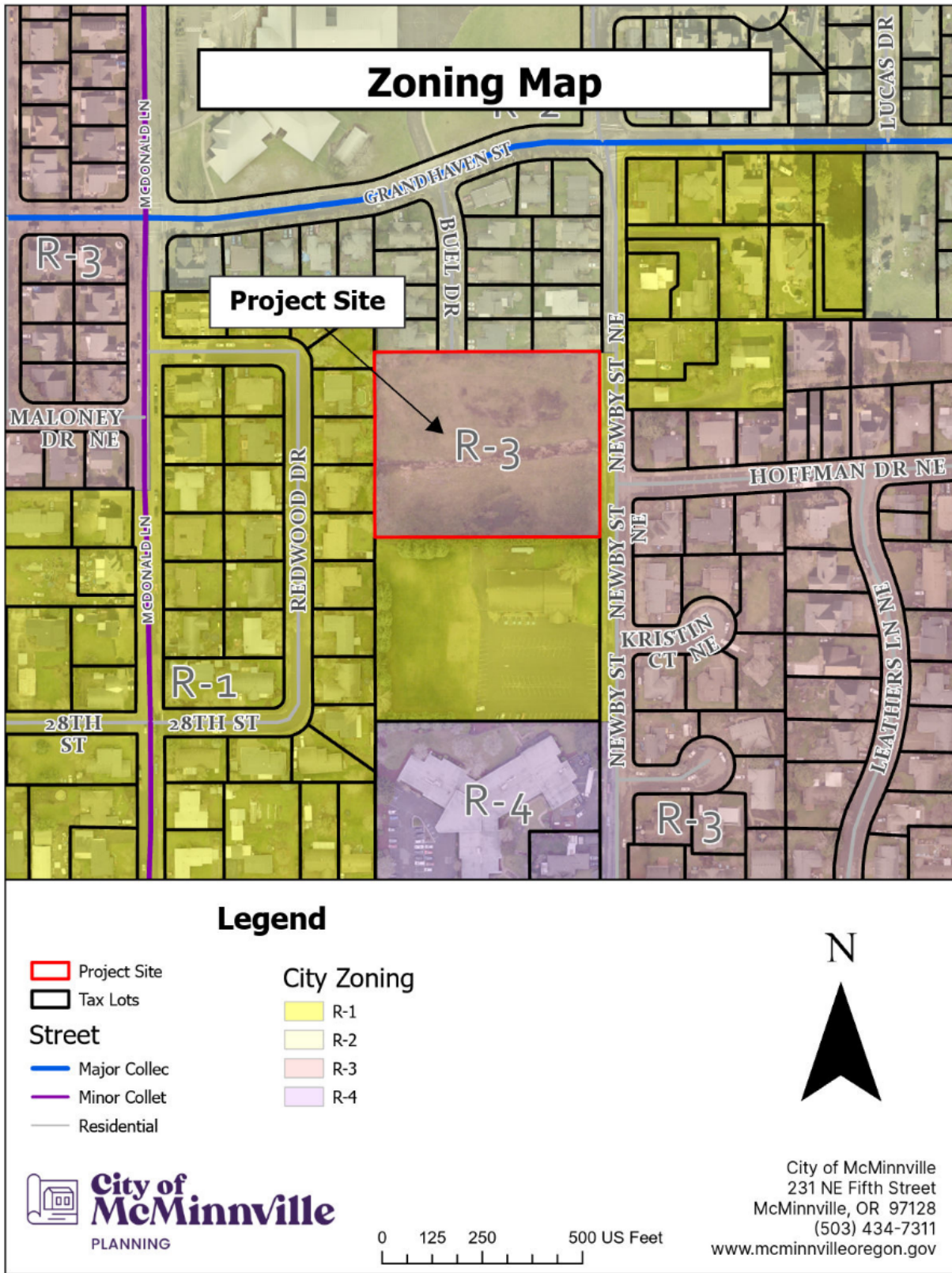
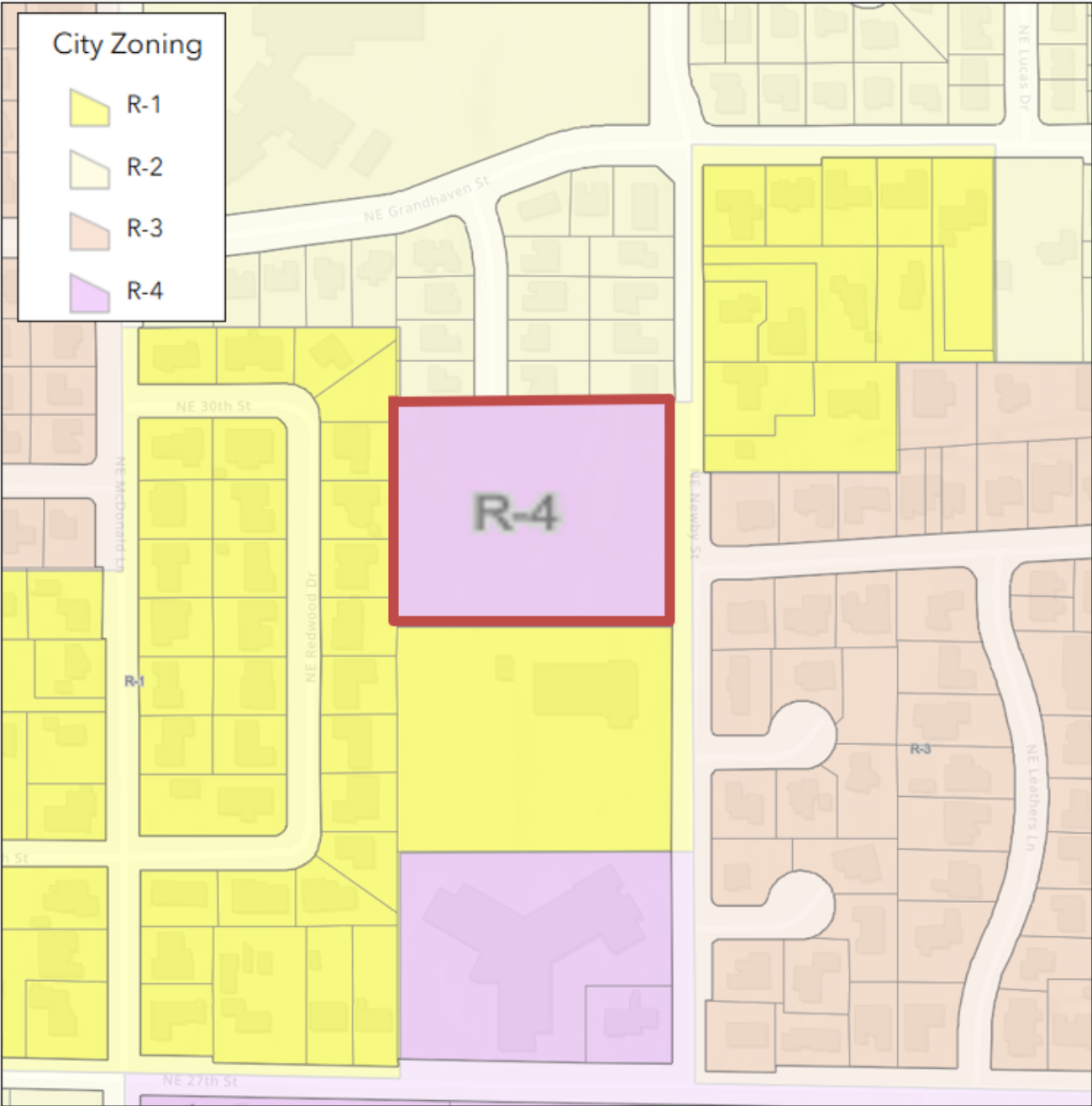


Figure 3. Proposed Zone Map





**II. CONDITIONS:**

None

**III. ATTACHMENTS:**

1. ZC 3-24 Application and Attachments (on file with the Planning Division)

**IV. COMMENTS:*****Agency Comments***

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, Public Works Department, Waste Water Services, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Planning Department; Zply Fiber (formerly Frontier Communications); Comcast; Recology; Northwest Natural Gas; Oregon Department of Transportation; and Oregon Department of State Lands.

Responses were received from the following agencies, provided below:

- McMinnville Engineering Department
- McMinnville Water & Light
- Comcast

Most of the comments do not create conditions of approval for the Zone Map amendment land-use decision but are important comments for the applicant when developing on the property.

**Comcast**

After review, Comcast has no conflict or comment.

**McMinnville Engineering Department**

Future development may be responsible for entering into a reimbursement agreement with the City Engineering Department to analyze the capacity of the downstream Sanitary Sewer System. The future applicant will have the following options with this agreement:

- Pay for the City's Consultant to review the analysis provided. If the City's Consultant determines that the applicant's provided analysis is acceptable, no further analysis is needed. If the City's Consultant determines the provided analysis conflicts with the Wastewater Masterplan modeling results, the analysis provided by the applicant will not be deemed acceptable. If not acceptable, the analysis will either need to be revised by the applicant or the City's Consultant can provide an analysis to be paid for by the applicant.
- City's Consultant can provide an analysis at the expense of the applicant.

If the result of the analysis calls for capacity improvements the developer may be required to provide the capacity improvements as a condition of a development permit.

McMinnville Water & Light

Power: Please submit electrical loading information, in addition to design plans for MW&L. MW&L will look at system capacity, along with requests for proposed development and determine power supply path.

Water: No additional comments

**Public Comments**

Notice of this request was mailed to property owners located within 300 feet of the subject site on October 16, 2024. As of 9:40 A.M. on November 1, 2024, no public testimony was submitted.

**V. FINDINGS OF FACT - PROCEDURAL FINDINGS**

1. The application was submitted with the fee on August 5, 2024.
2. The application was deemed incomplete on August 27, 2024. The letter informed the Applicant that the documentation provided did not adequately demonstrate that a neighborhood meeting had been held in accordance with the provisions of Section 17.72.095 of the Zoning Ordinance.
3. On August 30, 2024, the applicant submitted additional materials, including a written notice that no other information will be provided. The application was deemed complete on August 30, 2024.
4. On September 6, 2024, notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, Public Works Department, Waste Water Services, and City Manager; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Planning Department; Ziplly Fiber (formerly Frontier Communications); Comcast; Recology; Northwest Natural Gas; Oregon Department of Transportation; and Oregon Department of State Lands.

Comments received from agencies are addressed in Section VI of this Decision Document.

5. On October 2, 2024, notice of the application was provided to the Oregon Department of Land Conservation and Development (DLCD).
6. On October 16, 2024, notice of the application and the November 7, 2024, Planning Commission public hearing was mailed to property owners within 300 feet of the subject property in accordance with Section 17.72.120 of the Zoning Ordinance.
7. On November 1, 2024, notice of the application and the November 7, 2024, Planning Commission public hearing was published in the newspaper in accordance with Section 17.72.120 of the Zoning Ordinance.
8. The Planning Commission held a public hearing on November 7, 2024 to consider the request.

**VI. FINDINGS OF FACT - GENERAL FINDINGS**

1. **Location:**
  - o **Site Address:** No site address at this time.
  - o **Map & Tax Lot:** R4409DC 01100
  
2. **Size:** 2.93 acres
  
3. **Comprehensive Plan Map Designation:** Residential
  
4. **Current Zoning:**
  - a. **Subject Property:** R-3 (Medium-Density, 6000 SF Lot Residential Zone)
  - b. **Surrounding Properties:**
    - i. **North:** R-2 (Low-Density, 7000 SF Lot Residential Zone)
    - ii. **West:** R-1 (Low-Density, 9000 SF Lot Residential Zone)
    - iii. **South:** R-1 (Low-Density, 9000 SF Lot Residential Zone)
    - iv. **East:**
      1. R-1 (Low-Density, 9000 SF Lot Residential Zone)
      2. R-3 (Medium-Density, 6000 SF Lot Residential Zone)
  
5. **Overlay Zones/Special Districts:** None
  
6. **Current Development:** The subject property is vacant with sparse ground covering and one (1) street tree; a stream bisects the site from west to east, identified with potential riverine wetlands under the Oregon Department of State Lands (DSL) jurisdiction.
  
7. **Inventoried Significant Resources:** None
  
8. **Other Features:**
  - a. **Slopes:** The property is generally flat.
  - b. **Easements:** (E-236) 10’ wide permanent pipeline and right-of-way easement to the City of McMinnville
  - c. **Trees:** There is one tree that is located along the front of the property adjacent to NE Newby Street.
  
9. **Utilities:**
  - a. **Water:** McMinnville Water & Light has power facilities along NE Newby Street.
  - b. **Sewer:** The development will not likely reach a point where sewer capacity improvements are warranted. If sewer capacity increases are required, the City may require improvements through applicable standards at the time of development.
  - c. **Stormwater:** Adequate stormwater infrastructure will be required by the City’s Engineering Division at the time of development. No concerns regarding stormwater facilities have been raised at this time.
  - d. **Power:** McMinnville Water & Light has power facilities along NE Newby Street.
  
10. **Transportation and Access:** NE Buel Drive and NE Newby Street are classified as Local Streets in the Transportation System Plan (TSP). The Transportation System Plan (TSP) Future Local Street Connections (Exhibit 2-1) identifies the extension of Local Streets through the subject site.

**VII. CONCLUSIONARY FINDINGS:**

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria and standards for a Zone Change are found in Chapter 17.74 of the Zoning Ordinance.

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of a proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. “Proposals” specified in Volume II are not mandated but are to be undertaken in relation to all applicable land use requests.

Amendments to the City’s adopted and acknowledged planning documents, including amendments to the Zoning Map, are also subject to certain Statewide Planning Goals and associated statutes and administrative rules.

**MCMINNVILLE ZONING ORDINANCE (TITLE 17 OF THE MUNICIPAL CODE)**

The following Sections of the Zoning Ordinance provide criteria applicable to the request:

**CHAPTER 17.74. REVIEW CRITERIA**

**17.74.020. Comprehensive Plan Map Amendment and Zone Change - Review Criteria.** *An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:*

- A. *The proposed amendment is consistent with the goals and policies of the Comprehensive Plan;*

**APPLICANT’S RESPONSE:** The proposal is consistent with the City comprehensive plan. See responses to IV Application Question 2 below.

**FINDING: SATISFIED.** The applicant responded to all applicable Comprehensive Plan Goals and Policies. Staff found that the application and all applicant responses satisfied the goals and policies. Findings for Comprehensive Plan Goals and Policies are provided below.

- B. *The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;*

[...]

*When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statute), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map.*

**APPLICANT’S RESPONSE:** Per MDC 17.74.020, this standard does not apply. This is because MDC 17.74.020 expressly states that it does not apply where the applicant is seeking a zone change concerning needed housing. State law defines “needed housing”

in ORS 197A.018 to include any type of housing that the City’s Housing Needs Analysis indicates there is a deficiency of.

The City’s Housing Needs Analysis describes “apartment buildings” as a needed housing type for the City. HNA p 93. The proposed zone change to R-4 will allow an apartment building on the subject property and, therefore, is for needed housing. That means that per its express terms, that this standard is inapplicable

**FINDING: NOT APPLICABLE.** The City concurs with the applicant’s response that criterion B does not apply because the proposal concerns needed housing, and the subject site is land designated for residential use on the Comprehensive Plan Map. The proposal would change the subject site’s zoning classification from R-3 to R-4, allowing for “apartment buildings,” which have been identified as needed housing in the City’s Housing Needs Analysis. The project sites’ Comprehensive Plan Map designation is Residential. As the proposed rezoning would allow for needed housing and is land designated for residential use on the plan map, criterion B does not apply.

C. *Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.*

**APPLICANT’S RESPONSE:** The Applicant’s engineer confirms that utilities can be efficiently provided to the subject property per Exhibit F to this application. See also IV Application Question 7 response.

The Applicant’s request to change zoning from R-3 to R-4 is consistent with the housing policies of the McMinnville Comprehensive Plan. The application provides appropriate emphasis on City plan policies that support providing needed housing for all citizens of the City.

**FINDING: SATISFIED.** The subject property has access to all necessary public services, at a level needed for urban development. When given the opportunity to provide comments on the proposed zone change, McMinnville Water and Light and the City’s Engineering Division did not identify any concerns for utility services. At time of future development, McMinnville Water and Light and the City’s Engineering Division will analyze if the system capacity can handle the proposed development. If capacity increases are required, the McMinnville Water and Light or the City’s Engineering Division may require improvements through applicable standards at the time of development.

**COMPREHENSIVE PLAN VOLUME II:**

The following Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request:

The implementation of many of the goals, policies, and proposals as they apply to quasi-judicial land use applications are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, polices, and proposals as they apply certain applications, and are not addressed below

The following findings are made relating to specific Goals and Policies:

**CHAPTER II. NATURAL RESOURCES**

**GOAL II 1: TO PRESERVE THE QUALITY OF THE AIR, WATER, AND LAND RESOURCES WITHIN THE PLANNING AREA.**

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The proposed zone change from R-3 to R-4 should not have significant impacts on the quality of air, water, and land resources. The proposed R-4 zoning allows higher densities of development in comparison to the existing R-3 zoning; however, any potential impacts will be mitigated or prevented through the enforcement of applicable standards at the time of development.

*Policies – Land*

2.00 *The City of McMinnville shall continue to enforce appropriate development controls on lands with identified building constraints, including, but not limited to, excessive slope, limiting soil characteristics, and natural hazards.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** A portion of the subject site has been identified as potential wetlands subject to the Oregon Department of State Lands (DSL) jurisdiction. Although the application has identified the potential future use of the subject site as multi-family housing, no development has been proposed or reviewed as part of this application. Future development, including multi-family housing, and its impacts on those potential wetlands will be forwarded to the Oregon Department of State Lands for review.

**CHAPTER V. HOUSING AND RESIDENTIAL DEVELOPMENT**

**GOAL V 1: TO PROMOTE DEVELOPMENT OF AFFORDABLE, QUALITY HOUSING FOR ALL CITY RESIDENTS**

*General Housing Policies:*

58.00 *City land development ordinances shall provide opportunities for development of a variety of housing types and densities.*

59.00 *Opportunities for multiple dwelling and mobile home developments shall be provided in McMinnville to encourage lower-cost renter and owner-occupied housing. Such housing shall be located and developed according to the residential policies in this plan and the land development regulations of the City.*

**APPLICANT’S RESPONSE:** None

**FINDING: SATISFIED.** The proposed zone change to R-4 allows for more housing types and increased densities than permitted in the R-3 zone. Multiple dwelling development is an allowed land use in R-4 while not in the R-3 zone. As noted in Policy 59.00, multiple dwelling developments may lead to lower-cost rentals or owner-occupied housing.

**GOAL V 2: TO PROMOTE A RESIDENTIAL DEVELOPMENT PATTERN THAT IS LAND INTENSIVE AND ENERGY-EFFICIENT, THAT PROVIDES FOR AN URBAN LEVEL OF PUBLIC AND PRIVATE SERVICES, AND THAT ALLOWS UNIQUE AND INNOVATIVE DEVELOPMENT TECHNIQUES TO BE EMPLOYED IN RESIDENTIAL DESIGNS.**

70.00 *The City of McMinnville shall continue to update zoning and subdivision ordinances to include innovative land development techniques and incentives that provide for a variety of housing types, densities, and price ranges that will adequately meet the present and future needs of the community.*

**APPLICANT’S RESPONSE:** 70.00 is satisfied. The proposal provides for an efficient and intensive use of undeveloped urban land that is already planned and zoned for urban residential use. The proposal is to enable a greater residential density than is otherwise possible, thus promoting a residential development pattern that makes an efficient residential use of scarce urban land resources and promotes energy efficiency.

**FINDING: SATISFIED.** The application proposes changing the subject site’s zoning designation from R-3 to R-4. The R-4 zone allows for more housing types and densities than the R-3 zone; specifically, the R-4 zone allows for multi-family housing (apartments), while the R-3 zone does not. The proposal would allow for a greater variety of housing types and densities in compliance with Policy 70.00.

71.00 *The City of McMinnville shall designate specific lands inside the urban growth boundary as residential to meet future projected housing needs. Lands so designated may be developed for a variety of housing types. All residential zoning classifications shall be allowed in areas designated as residential on the Comprehensive Plan Map.*

**APPLICANT’S RESPONSE:** 71.00 is satisfied. The subject property is designated “Residential.” This plan provision requires the City to allow the entire spectrum of residential zones in residentially designated areas, such as the subject property. The R-4 zone is a residential zone and the subject property is designated as Residential. Therefore, per this policy the proposal “shall be allowed.”

**FINDING: SATISFIED.** The subject property is designated as “Residential” on the City of McMinnville Comprehensive Plan Map. The proposed R-4 zoning classification is identified as a residential zoning classification and is allowed per Policy 71.00.

71.05 *The City of McMinnville shall encourage annexations and rezoning which are consistent with the policies of the Comprehensive Plan so as to achieve a continuous five-year supply of buildable land planned and zoned for all needed housing types. (Ord.4840, January 11, 2006; Ord. 4243, April 5, 1983; Ord. 4218, November 23, 1982)*

**APPLICANT’S RESPONSE:** 71.05 is satisfied. The proposed zoned change to R-4 is consistent with the City’s goals to increase the five-year supply of buildable land for the “apartment building” needed housing type identified in the City’s HNA.

**FINDING: SATISFIED.** The proposed rezoning is consistent with the Comprehensive Plan Map (see Policy 77.00 above) and would allow for more needed housing types, including multi-family housing (apartment buildings) (see Policy 70.00 above).

The City of McMinnville’s most recent Draft Housing Needs Analysis (HNA) estimates that the City will need to add 4,657 dwelling units by 2041 to accommodate its projected growth in population, with 33% of these new units being for multi-family development. Based on these estimates, the HNA projects that the City of McMinnville does not have enough land to accommodate the needed housing, with a deficit of 1,101 dwelling units. Approving the upzoning of the subject site from R-3 to R-4 will allow for additional density than otherwise permitted and potentially accommodate the needed housing in McMinnville, satisfying Policy 71.05.

- 71.09 *Medium and Medium-High Density Residential (R-3 and R-4) - The majority of residential lands in McMinnville are planned to develop at medium density range (4 – 8 dwelling units per net acre). Medium density residential development uses include small lot single dwelling detached uses, single dwelling attached units, duplexes, triplexes, quadplexes, townhouses, and cottage clusters. High density residential development (8 – 30 dwelling units per net acre) uses typically include townhouses, condominiums, and apartments:*
1. *Areas that are not committed to low density development;*
  2. *Areas that have direct access from collector or arterial streets; or a local collector street within 600’ of a collector or arterial street;*
  3. *Areas that are not subject to development limitations such as topography, flooding, or poor drainage;*
  4. *Areas where the existing facilities have the capacity for additional development;*
  5. *Areas within one-quarter mile of existing or planned public transportation. (Ord. 5098, December 8, 2020; Ord. 4961, January 8, 2013; Ord. 4796, October 14, 2003)*

**APPLICANT’S RESPONSE:** Plan 71.09 (1-5). This goal is satisfied by the proposal. Plan 71.09 characterizes R-3 and R-4 zones interchangeably and treats Medium and Medium High Density zoning the same. Because the subject property is already zoned R-3, it is prima facia appropriately zoned R-4 under this policy. The area is not “committed to low density development.” Rather, the area includes a mix of R-1, R-2, R-3 and R-4 zones. Specifically, land designated R-1 is located to the west and northeast and is residentially developed with lots meeting R-1 requirements. Adjacent R-1 land to the south is developed with a conditional use for a Church property. Adjacent land to the north is zoned and residentially developed to R-2 standards and land to the east across Newby Street from the site is zoned and residentially developed commensurate with R-3 standards. Both R-4 and C-3 zoned lands are located across 27th Street further to the south and are developed with uses and densities appropriate to those zones.

Urban facilities are in place to serve the property. See Exhibit F. The natural storm drainage that bisects the property limits single family layout options and requires impacting wetlands to develop any reasonable number of SFDs. This application enables more flexible development options, while increasing the allowable density enabling the City to come closer to meeting its needs for housing over the planning period.

**FINDING: SATISFIED.** The proposed zone change from R-3 to R-4 complies with policies 71.09 as detailed below.

*Policy 71.09*



1. This subsection is satisfied as the subject site is not committed to low density. The subject site’s existing zoning classification of R-3 Medium-Density 6000 SF Zone (underline added for emphasis) is identified as “Medium” and not “Low.”
2. This subsection is satisfied as the subject site is within 600 feet (approximately 400 feet) of Grandhaven Street, identified as a Major Collector in the City of McMinnville Transportation Plan.
3. This subsection is satisfied as the majority of the site is developable, even with possible development limitations due to the potential presence of wetlands.
4. This subsection is satisfied as facilities exist in the surrounding area that support additional development.
5. This subsection is satisfied as public transit (bus stops) is within a quarter mile of the subject site, including a bus stop on 27<sup>th</sup> Street adjacent to Orchard Plaza, approximately 1/8 mile from the site.

*Residential Design Policies:*

79.00 *The density allowed for residential developments shall be contingent on the zoning classification, the topographical features of the property, and the capacities and availability of public services including but not limited to sewer and water. Where densities are determined to be less than that allowed under the zoning classification, the allowed density shall be set through adopted clear and objective code standards enumerating the reason for the limitations, or shall be applied to the specific area through a planned development overlay. Densities greater than those allowed by the zoning classification may be allowed through the planned development process or where specifically provided in the zoning ordinance or by plan policy. (Ord. 4796, October 14, 2003)*

80.00 *In proposed residential developments, distinctive or unique natural features such as wooded areas, isolated preservable trees, and drainage swales shall be preserved wherever feasible.*

**APPLICANT’S RESPONSE:** Plan Policies 79.00 and 80.00 are satisfied by this proposal. The precise housing type and proposed residential density will be established upon submission of a site plan consistent with the R-4 Zone and Residential Design Standards for the housing type. The housing types allowed by the R-4 zone, such as, in the example of multi-family units, allows a concentrated housing density in one area and can better accommodate for the land constraint of the open storm drain. Therefore, the R-4 zone will better accommodate Plan Policy 80.0 because it enables the existing drainage swale to remain but allowing the concentration of housing in other areas that are not possible under the current R-3 zoning. Please note that a particular housing type, site plan or a Planned Development designation is not requested as part of this land use proposal.

**FINDING: SATISFIED.** A portion of the subject site has been identified as potential wetlands subject to the Oregon Department of State Lands (DSL) jurisdiction. Although the application has identified the potential future use of the subject site as multi-family housing, no development has been proposed or reviewed as part of this application. Future development, including multi-family housing, and its impacts on those potential wetlands will be forwarded to the Oregon Department of State Lands for review.

*Urban Policies:*

99.00 *An adequate level of urban services shall be provided prior to or concurrent with all proposed residential development, as specified in the acknowledged Public Facilities Plan. Services shall include, but not be limited to:*

1. *Sanitary sewer collection and disposal lines. Adequate municipal waste treatment plant capacities must be available.*
2. *Storm sewer and drainage facilities (as required).*
3. *Streets within the development and providing access to the development, improved to city standards (as required).*
4. *Municipal water distribution facilities and adequate water supplies (as determined by City Water and Light). (as amended by Ord. 4796, October 14, 2003)*
5. *Deleted as per Ord. 4796, October 14, 2003.*

**APPLICANT’S RESPONSE:** Plan 99.00 is satisfied in that all utilities are available to the subject site and have adequate capacity. See Goal VII 1 Policy 151.00 answer.

[STAFF NOTE: The applicant’s Goal VII 1 Policy 151.00 answer is provided below]

Water: There is currently a 6” water main present along the frontage of Newby Street and an 8” water main is present in Buel Drive.

Sewer: There is a 12” sewer main that crosses the subject property from west to east within a 10’ wide City sewer easement. Additionally, there is a 15” sewer main present in Newby Street. Westech Engineer Josh Wells has prepared a report that is Exhibit F to this application that demonstrates that there is adequate capacity in the city sewer system to serve the property if it is zoned R-4. Additionally, please see answer to sewer capacity in response to Question #7,

Storm: There is an open drainage swale that traverses the site from west to east that collects storm water from adjacent residential development to the west. This open drainage ditch flows into a 30” wide pipe located at the subject property’s east edge. From the east edge, the drainage flows in a culvert under Newby Street and continues piped for approximately 200’ before daylighting again where it continues as a natural open drainage to the North Yamhill River. This open drainage has been identified by the National Wetland Inventory as a riverine wetland.

Electrical: There is electrical service at the Buel Drive entrance close to the site that can be extended to service the site. Also, the power supply could come from the overhead power line on the east side of Newby Street, according to McMinnville Water and Light.

**FINDING: SATISFIED.** The subject property has access to all necessary public services at a level needed for urban development. When given the opportunity to provide comments on the proposed zone change, McMinnville Water and Light and the City’s Engineering Division did not identify any concerns for utility services. At the time of future development, McMinnville Water and Light and the City’s Engineering Division will analyze if the system capacity can handle the proposed development. If capacity increases are required, the McMinnville Water and Light or the City’s Engineering Division may require improvements through applicable standards at the time of development.

**CHAPTER VI. TRANSPORTATION SYSTEM**

**GOAL VI 1: TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.**

*Policies – Streets:*

- 117.00        *The City of McMinnville shall endeavor to insure that the roadway network provides safe and easy access to every parcel.*
  
- 118.00        *The City of McMinnville shall encourage development of roads that include the following design factors:*
  - 1.    *Minimal adverse effects on, and advantageous utilization of, natural features of the land.*
  - 2.    *Reduction in the amount of land necessary for streets with continuance of safety, maintenance, and convenience standards.*
  - 3.    *Emphasis placed on existing and future needs of the area to be serviced. The function of the street and expected traffic volumes are important factors.*
  - 4.    *Consideration given to Complete Streets, in consideration of all modes of transportation (public transit, private vehicle, bike, and foot paths). (Ord.4922, February 23, 2010)*
  - 5.    *Connectivity of local residential streets shall be encouraged. Residential cul-de-sac streets shall be discouraged where opportunities for through streets exist*

**APPLICANT’S RESPONSE:** Goal VI 1 and Policies 117.00, 118.00 are satisfied by this zone change. (117.00). The existing roadway network has a local residential street that connects to a Major Collector from Buel Drive to Grandhaven Drive and a connection of Newby Street, a local residential street, north to a Major Collector, Grandhaven Drive, and South to a Minor Collector 27th Street. This satisfies 117.00 as the street network will be the same and provide safe and easy access to the parcel. Policy 118.00: Applicant is not requesting approval for development of the site, but has included a traffic analysis for the “worst case” scenario for expected traffic volume when the subject property’s zone is changed from R-3 to R-4. See answer to Question #8 concerning potential traffic impacts from the requested R-3 to R-4 zone change.

**FINDING: SATISFIED.** The applicant has adequately demonstrated that the proposed Zone Map Amendment satisfies policies 117.00 and 118.00. The subject site has safe and easy access from two rights-of-way. The development of roads is not included in this application, and the applicant has demonstrated that potential “worse case” scenario traffic volumes under the R-4 zoning classification do not exceed applicable thresholds. Additional analysis is provided for Goal 11 of the Statewide Planning Goals below.

*Policies – Complete Streets:*

- 132.26.00    *The vehicle, pedestrian, transit, and bicycle circulation systems shall be designed to connect major activity centers in the McMinnville planning area, increase the overall*

*accessibility of downtown and other centers, as well as provide access to neighborhood residential, shopping, and industrial areas, and McMinnville’s parks and schools.*

132.26.05 *New street connections, complete with appropriately planned pedestrian and bicycle features, shall be incorporated in all new developments consistent with the Local Street Connectivity map. (Ord. 4922, February 23, 2010)*

**APPLICANT’S RESPONSE:** Plan 132.26.00 and 132.26.05 are satisfied as the subject property is in an established neighborhood with established vehicle, pedestrian, transit and bicycle circulation systems that are designed to connect to major activity centers, i.e. Grandhaven Elementary School, Town Plaza, Anytime Fitness, Harbor Freight, McDonalds, and other food and banking needs, as well as Chegwyn Farms Neighborhood Park all within a 1/2 mile of the site. Further connections may be addressed upon a proposed future site plan.

**FINDING: SATISFIED.** No new streets, pedestrian, or bicycle facilities are proposed as part of the application or required for approval. Required improvements, including street connections or pedestrian and bicycle improvements, will be reviewed at the time of development application.

**CHAPTER VII. COMMUNITY FACILITIES AND SERVICES**

**GOAL VII 1: TO PROVIDE NECESSARY PUBLIC AND PRIVATE FACILITIES AND UTILITIES AT LEVELS COMMENSURATE WITH URBAN DEVELOPMENT, EXTENDED IN A PHASED MANNER, AND PLANNED AND PROVIDED IN ADVANCE OF OR CONCURRENT WITH DEVELOPMENT, IN ORDER TO PROMOTE THE ORDERLY CONVERSION OF URBANIZABLE AND FUTURE URBANIZABLE LANDS TO URBAN LANDS WITHIN THE McMINNVILLE URBAN GROWTH BOUNDARY.**

*Policies Water and Sewer-Land Development Criteria*

151.00 *The City of McMinnville shall evaluate major land use decisions, including but not limited to urban growth boundary, comprehensive plan amendment, zone changes, and subdivisions using the criteria outlined below:*

1. *Sufficient municipal water system supply, storage and distribution facilities, as determined by McMinnville Water and Light, are available or can be made available, to fulfill peak demands and insure fire flow requirements and to meet emergency situation needs.*
2. *Sufficient municipal sewage system facilities, as determined by the City Public Works Department, are available, or can be made available, to collect, treat, and dispose of maximum flows of effluents.*
3. *Sufficient water and sewer system personnel and resources, as determined by McMinnville Water and Light and the City, respectively, are available, or can be made available, for the maintenance and operation of the water and sewer systems.*
4. *Federal, state, and local water and waste water quality standards can be adhered to.*
5. *Applicable policies of McMinnville Water and Light and the City relating to water and sewer systems, respectively, are adhered to.*

**APPLICANT’S RESPONSE:** Policy 99.00 (1-5) and Goal VII 1 Policy 151.00 are satisfied by this proposal as adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply are available to the site, as explained in greater detail below.

**Utility Specifics:**

Water: There is currently a 6” water main present along the frontage of Newby Street and an 8” water main is present in Buel Drive.

Sewer: There is a 12” sewer main that crosses the subject property from west to east within a 10’ wide City sewer easement. Additionally, there is a 15” sewer main present in Newby Street. Westech Engineer Josh Wells has prepared a report that is Exhibit F to this application that demonstrates that there is adequate capacity in the city sewer system to serve the property if it is zoned R-4. Additionally, please see answer to sewer capacity in response to Question #7,

Storm: There is an open drainage swale that traverses the site from west to east that collects storm water from adjacent residential development to the west. This open drainage ditch flows into a 30” wide pipe located at the subject property’s east edge. From the east edge, the drainage flows in a culvert under Newby Street and continues piped for approximately 200’ before daylighting again where it continues as a natural open drainage to the North Yamhill River. This open drainage has been identified by the National Wetland Inventory as a riverine wetland.

Electrical: There is electrical service at the Buel Drive entrance close to the site that can be extended to service the site. Also, the power supply could come from the overhead power line on the east side of Newby Street, according to McMinnville Water and Light.

**FINDING: SATISFIED.** The subject property has access to all necessary public services at a level needed for urban development. When given the opportunity to provide comments on the proposed zone change, McMinnville Water and Light and the City’s Engineering Division did not identify any concerns for utility services.

*Policies – Police and Fire Protection:*

153.00 *The City of McMinnville shall continue coordination between the planning and fire departments in evaluating major land use decisions.*

**APPLICANT’S RESPONSE** Policy 153.00 will be satisfied by the City sending agency notice to McMinnville Fire. Fire requirements will be met when a development application is submitted for the property per the McMinnville Fire District Fire Code. We note that to the extent required, that the proposal meets the McMinnville Fire District Fire Code Applications Guide page 5, Multiple Access Roads:

**“MULTIPLE ACCESS ROADS:** Developments of one- and two-family dwellings where the number of dwelling units exceeds 30, multiple-family residential projects having more than 100 dwelling units and where vehicle congestion, adverse terrain conditions or other factors that could limit access, as determined by the fire code official, shall be provided with not less than two approved means of fire department access. Exceptions may be allowed for approved automatic sprinkler system. The approval of fire sprinklers as an alternate, in lieu of adequate fire apparatus access, shall be accomplished in accordance with OFC 104.8. (OFC 503.1.2, D106 & D107).”

In a multi-family dwelling proposal, the Police and Fire Protection Policy 153.00 is satisfied by provision of two accesses to the property from Buel Drive and Newby Street providing required access, including fire department access.

**FINDING: SATISFIED.** The McMinnville Fire District was notified of the proposed application. No development is reviewed or approved as part of this application. Future development and major land use decisions will be subject to applicable local, state, and federal standards, including fire code regulations. At the time of major land use decisions, McMinnville Fire will be notified and provided an opportunity to comment.

**CHAPTER VIII. ENERGY**

**GOAL VIII 2: TO CONSERVE ALL FORMS OF ENERGY THROUGH UTILIZATION OF LAND USE PLANNING TOOLS.**

178.00 *The City of McMinnville shall encourage a compact urban development pattern to provide for conservation of all forms of energy.*

**APPLICANT’S RESPONSE: None.**

**FINDING:** The proposed zone change to R-4 allows for a more compact development pattern by increasing the maximum density allowed. Locating higher-density development near pedestrian facilities, access to public transit, and commercial land uses may reduce emissions caused by personal vehicles.

**CHAPTER IX. URBANIZATION**

**GOAL IX 1: TO PROVIDE ADEQUATE LANDS TO SERVICE THE NEEDS OF THE PROJECTED POPULATION TO THE YEAR 2023, AND TO ENSURE THE CONVERSION OF THESE LANDS IN AN ORDERLY, TIMELY MANNER TO URBAN USES.**

**GOAL IX 2: TO ESTABLISH A LAND USE PLANNING FRAMEWORK FOR APPLICATION OF THE GOALS, POLICIES, AND PROPOSALS OF THE McMINNVILLE COMPREHENSIVE PLAN**

181.10 *When evaluating areas for future urbanization, the City shall consider the “7 Guiding Principles for Future Land Use” contained in the MGMUP:*

[...]

**Principle 5: Density.** *Adopt policies that allow the market to increase densities, and push it to do so in some instances.*

[...]

**APPLICANT’S RESPONSE:** Goal IX 1 and 181.10 are satisfied in that the site is located within both the McMinnville City boundary, as well as this site is already designated as residential and zoned R-3 on the Comprehensive Plan Map. Changing the zone from R-3 to R-4 will allow potential new residential development to increase residential density at the

site and meet Principle 5 of the McMinnville Guiding Principles for Future Land Use, encouraging increased densities on the site and more efficient use of land and urban facilities and services.

**FINDING: SATISFIED.** Although no development proposal has been submitted, the applicant’s submittal contemplates the development of multi-family housing in the future. For this reason, it is worth noting that the City’s recently updated Housing Needs Analysis, adopted under Ordinance 5141 on February 27, 2024 outlined McMinnville’s housing needs over a 20-year period of 2021 to 2041. It is forecasted that McMinnville will need 4,657 new dwelling units by 2041. Rezoning properties to medium- and high-density residential zoning (R-4/R-5) is one approach to reaching housing targets. Rezoning for increased density satisfies both Goal IX 1 and Policy 181.10.

*Great Neighborhood Principles*

*Policies:*

187.10 *The City of McMinnville shall establish Great Neighborhood Principles to guide the land use patterns, design, and development of the places that McMinnville citizens live, work, and play. The Great Neighborhood Principles will ensure that all developed places include characteristics and elements that create a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood with enduring value, whether that place is a completely new development or a redevelopment or infill project within an existing built area.*

187.20 *The Great Neighborhood Principles shall encompass a wide range of characteristics and elements, but those characteristics and elements will not function independently. The Great Neighborhood Principles shall be applied together as an integrated and assembled approach to neighborhood design and development to create a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood, and to create a neighborhood that supports today’s technology and infrastructure, and can accommodate future technology and infrastructure.*

187.30 *The Great Neighborhood Principles shall be applied in all areas of the city to ensure equitable access to a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood for all McMinnville citizens.*

187.40 *The Great Neighborhood Principles shall guide long range planning efforts including, but not limited to, master plans, small area plans, and annexation requests. The Great Neighborhood Principles shall also guide applicable current land use and development applications.*

187.50 *The McMinnville Great Neighborhood Principles are provided below. Each Great Neighborhood Principle is identified by number below (numbers 1 – 13), and is followed by more specific direction on how to achieve each individual principle.*

*1.Natural Feature Preservation. Great Neighborhoods are sensitive to the natural conditions and features of the land.*

*a. Neighborhoods shall be designed to preserve significant natural features including, but not limited to, watercourses, sensitive lands, steep slopes, wetlands, wooded areas, and landmark trees.*

*2.Scenic Views. Great Neighborhoods preserve scenic views in areas that everyone can access.*

- a. Public and private open spaces and streets shall be located and oriented to capture and preserve scenic views, including, but not limited to, views of significant natural features, landscapes, vistas, skylines, and other important features.*
- 3. Parks and Open Spaces. Great Neighborhoods have open and recreational spaces to walk, play, gather, and commune as a neighborhood.*
  - a. Parks, trails, and open spaces shall be provided at a size and scale that is variable based on the size of the proposed development and the number of dwelling units.*
  - b. Central parks and plazas shall be used to create public gathering spaces where appropriate.*
  - c. Neighborhood and community parks shall be developed in appropriate locations consistent with the policies in the Parks Master Plan.*
- 4. Pedestrian Friendly. Great Neighborhoods are pedestrian friendly for people of all ages and abilities.*
  - a. Neighborhoods shall include a pedestrian network that provides for a safe and enjoyable pedestrian experience, and that encourages walking for a variety of reasons including, but not limited to, health, transportation, recreation, and social interaction.*
  - b. Pedestrian connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces, and shall also be provided between streets that are disconnected (such as cul-de-sacs or blocks with lengths greater than 400 feet).*
- 5. Bike Friendly. Great Neighborhoods are bike friendly for people of all ages and abilities.*
  - a. Neighborhoods shall include a bike network that provides for a safe and enjoyable biking experience, and that encourages an increased use of bikes by people of all abilities for a variety of reasons, including, but not limited to, health, transportation, and recreation.*
  - b. Bike connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces.*
- 6. Connected Streets. Great Neighborhoods have interconnected streets that provide safe travel route options, increased connectivity between places and destinations, and easy pedestrian and bike use.*
  - a. Streets shall be designed to function and connect with the surrounding built environment and the existing and future street network, and shall incorporate human scale elements including, but not limited to, Complete Streets features as defined in the Comprehensive Plan, grid street networks, neighborhood traffic management techniques, traffic calming, and safety enhancements.*
  - b. Streets shall be designed to encourage more bicycle, pedestrian and transit mobility with a goal of less reliance on vehicular mobility.*
- 7. Accessibility. Great Neighborhoods are designed to be accessible and allow for ease of use for people of all ages and abilities.*



- a. *To the best extent possible all features within a neighborhood shall be designed to be accessible and feature elements and principles of Universal Design.*
  - b. *Design practices should strive for best practices and not minimum practices.*
8. *Human Scale Design. Great Neighborhoods have buildings and spaces that are designed to be comfortable at a human scale and that foster human interaction within the built environment.*
- a. *The size, form, and proportionality of development is designed to function and be balanced with the existing built environment.*
  - b. *Buildings include design elements that promote inclusion and interaction with the right-of-way and public spaces, including, but not limited to, building orientation towards the street or a public space and placement of vehicle-oriented uses in less prominent locations.*
  - c. *Public spaces include design elements that promote comfortability and ease of use at a human scale, including, but not limited to, street trees, landscaping, lighted public areas, and principles of Crime Prevention through Environmental Design (CPTED).*
9. *Mix of Activities. Great Neighborhoods provide easy and convenient access to many of the destinations, activities, and local services that residents use on a daily basis.*
- a. *Neighborhood destinations including, but not limited to, neighborhood-serving commercial uses, schools, parks, and other community services, shall be provided in locations that are easily accessible to surrounding residential uses.*
  - b. *Neighborhood-serving commercial uses are integrated into the built environment at a scale that is appropriate with the surrounding area.*
  - c. *Neighborhoods are designed such that owning a vehicle can be optional.*
10. *Urban-Rural Interface. Great Neighborhoods complement adjacent rural areas and transition between urban and rural uses.*
- a. *Buffers or transitions in the scale of uses, buildings, or lots shall be provided on urban lands adjacent to rural lands to ensure compatibility.*
11. *Housing for Diverse Incomes and Generations. Great Neighborhoods provide housing opportunities for people and families with a wide range of incomes, and for people and families in all stages of life.*
- a. *A range of housing forms and types shall be provided and integrated into neighborhoods to provide for housing choice at different income levels and for different generations.*
12. *Housing Variety. Great Neighborhoods have a variety of building forms and architectural variety to avoid monoculture design.*
- a. *Neighborhoods shall have several different housing types.*

b. *Similar housing types, when immediately adjacent to one another, shall provide variety in building form and design.*

13. *Unique and Integrated Design Elements. Great Neighborhoods have unique features, designs, and focal points to create neighborhood character and identity. Neighborhoods shall be encouraged to have:*

a. *Environmentally friendly construction techniques, green infrastructure systems, and energy efficiency incorporated into the built environment.*

b. *Opportunities for public art provided in private and public spaces.*

c. *Neighborhood elements and features including, but not limited to, signs, benches, park shelters, street lights, bike racks, banners, landscaping, paved surfaces, and fences, with a consistent and integrated design that are unique to and define the neighborhood. (Ord 5066 §2, April 9, 2019)*

**APPLICANT’S RESPONSE:** Because no specific development is proposed, many of these policies do not apply. The following Great Neighborhood Principles are addressed as pertinent to the proposed zone change.

#1. There is a natural open storm drainage the flows through the property that can be preserved while at the same time offering the City efficient use of this urban residential land by allowing increased density in an area that is away from the natural resource.

# 2 The surrounding views are residential neighborhoods with the exception of a church to the south. There are no particular scenic views that are potentially impacted by the proposal.

#3 The property is within 1/2 mile of Chegwyn Farms Neighborhood Park.

#4 and 5 In relation to Pedestrian and Bike Friendliness, there are existing sidewalks abutting and alongside the property for pedestrian use and the existing Newby Street leads north to Grandhaven Elementary School and south to the commercial area.

#6. The TSP suggests that there might someday be a local city street connecting Buel Drive to Hoffman Drive. But the proposal does not seek approval of any development to justify any exaction in this regard. Relatedly, no site design proposal is included or required with this zone change and therefore no streets are appropriate or proportional to require with this proposal that merely changes the zone of the subject property. In this regard, it is well-established that merely because a city adopts an ordinance that requires or contemplates street improvements, does not give the city the right to demand those improvement or land dedications for them. Rather, any local government seeking exactions from a private property owner, regardless of whether the requested exaction is based upon a city code standard, must be able to write proportionality findings establishing that the impacts of the proposal are proportional to requested exactions. *Koontz v. St. Johns River Water Mgmt. Dist*, 570 U.S. 595, 606-07 (2013) (local government cannot escape the constitutional requirements of *Dolan v. City of Tigard*, 512 U.S. 374 (1994), by artful phrasing of ordinance requirements), *Hill v. City of Portland*, 293 Or App 283 (2018) (merely adopting an ordinance requiring exactions, does not give city the right to demand exactions that violate the rough proportionality principle of *Dolan v. City of Tigard*), *McClure v City of Springfield*, 37 Or LUBA 759, 768–69 (2000) (city’s enactment of dedication requirements did not relieve it of the obligation to

make particularized findings showing that any resulting exactions were roughly proportional to the impact of the proposed development), *McClure v. Springfield*, 175 Or App 425 (2001) (findings adopted by city on remand were inadequate to meet the city’s burden under United States Supreme Court’s decision in *Dolan v. City of Tigard*), *Brown v. City of Medford*, 251 Or App 42 (2012) (requirement that landowner grant easement to city as a condition of partition approval violates Dolan rough proportionality requirement because the partition of itself had no impacts to which the exaction could be roughly proportional to), *Community Participation Organization 4m v. City of Tigard*, 2023 WL 2388669 (2023) (when faced with an ordinance that requires unconstitutional exactions, city is free not to apply such ordinance), *Columbia Riverkeeper v. Clatsop County*, 58 Or LUBA 235, 242 (2009) (same for counties). There is no justification for imposing any exaction here.

#7. The property is accessible through Buel Drive and Newby Street.

#8. This criteria shall be addressed upon a site development proposal submission to the City.

#9. The property is within close proximity of many commercial services, public parks and Yamhill County Transit.

#10. This is an infill parcel surrounded by existing residential properties. The addition of more housing will fit appropriately in this residential area of town.

#11-13. These principles are properly addressed upon a development proposal submission to the City.

**FINDING: SATISFIED.** No development is proposed or approved as part of this application. Future development will be subject to the standards of the Comprehensive Plan, Transportation System Plan, Great Neighborhood Principles, and Zoning Ordinance. Findings are outlined below for each of the thirteen Great Neighborhood Principles.

1. Natural Feature Preservation. Wetlands, which are identified as a natural feature, appear to be located on the subject site. The proposal does not include development or alteration of the wetlands. Future development will be subject to the Great Neighborhood principles and wetland regulations implemented by the Oregon Department of State Lands.
2. Scenic Views. The subject property does not provide a scenic view of any of the listed attributes (significant natural features, landscapes, vistas, skylines, and other important features).
3. Parks and Open Spaces. The subject property is located near Chegwyn Farms Neighborhood Park. Additional park or open space may be required on-site at the time of development, in accordance with applicable regulations.
4. Pedestrian Friendly. The property has existing sidewalks along Newby Street and terminating into the property from Buel Drive. Future development may be required to provide pedestrian connections to meet connectivity standards, including connectivity to schools like the neighboring Grandhaven Elementary School.
5. Bike Friendly. Newby Street and Buel Drive are classified as local streets, which are to provide shared bike lanes per the Complete Street Design Standards. Future development may be required to provide bike connections to meet connectivity standards, including connectivity to schools like the neighboring Grandhaven Elementary School.
6. Connected Streets. No development is proposed as part of the application. At the time

of future development, the project must comply with the Comprehensive Plan, Transportation System Plan, Great Neighborhood Principles, and Zoning Ordinance standards. Future development may be required to provide street connections that are compliant with applicable standards and design requirements.

7. Accessibility. At the time of development, the City shall enforce all applicable accessibility requirements on the subject site.
8. Human Scale Design. At the time of development, the City shall require all applicable human-scale design requirements on the subject site.
9. Mix of Activities. This neighborhood currently has neighborhood-serving commercial uses, religious assembly, and schools. The availability of sidewalks, and public transit stops provides residents with an alternative to owning a vehicle.
10. Urban-Rural Interface. This is not applicable because all neighboring properties are within the Urban Growth Boundary.
11. Housing for Diverse Incomes and Generations. The proposed zone change to R-4 expands the housing types and densities allowed. This generally introduces expanded housing options for different income levels and age groups.
12. Housing Variety. The proposed zone change to R-4 expands the housing types and densities allowed. This promotes increased housing variety.
13. Unique and Integrated Design Elements. At the time of development, the subject property may include unique and integrated design elements.

**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.**

188.00 *The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.*

189.00 *The City of McMinnville shall establish procedures for amending the Comprehensive Plan, Volumes I and II, and the implementation ordinances and measures in Volume III, which allow for citizen review and comment.*

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The requested land use action is to change the Zoning Map designation from R-3 to R-4. As required, citizens have the opportunity to comment on the proposed map amendments at public hearings before the Planning Commission and City Council prior to issuance of the land use decision. Properties within three hundred (300) feet of the subject property received notice of the application and the Planning Commission public hearing. Notice of the application and the Planning Commission public hearing was published in the News-Register. The Planning Commission held a public hearing on November 7, 2024.

**STATEWIDE PLANNING GOALS AND APPLICABLE STATE LAW**

**Goal 1: Citizen Involvement**

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The requested land use action is a change to the Zoning Map designation for the size from R-3 to R-4. As required, citizens will have the opportunity to comment on the proposed map amendments at public hearings before the Planning Commission and City Council.

**Goal 2: Land Use Planning**

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The decision-making is based on the City’s adopted and acknowledged Comprehensive Plan and Land Use Regulations, including the factual base and procedures. Determination of consistency with the applicable statewide planning goals and associated administrative rules is also based on an adequate factual basis.

**Goal 3: Agricultural Lands**

**APPLICANT’S RESPONSE:**

**FINDING: SATISFIED.** The subject site is located within the City of McMinnville City Limits, zoned for Urban Development, and not identified as farmland (EFU) per the Comprehensive Plan. The proposed Zone Map amendment will not impact farmlands protected by Goal 3.

**Goal 4: Forest Lands**

**APPLICANT’S RESPONSE: None.**

**FINDING: SATISFIED.** The subject site is located within the City of McMinnville City Limits, zoned for Urban Development, and not identified as forest land per the Comprehensive Plan. The proposed Zone Map amendment will not impact forest lands protected by Goal 4.

**Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces**

**APPLICANT’S RESPONSE: None.**

**FINDING: SATISFIED.** No natural resources, scenic, or historic areas are identified on the subject site.

**Goal 6: Air, Water and Land Resources Quality**

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The proposed Zone Map amendment does not include the development of the property; before the site's development, a separate permit will be required

for review and approval. The permitting process will ensure compliance with local, state, and federal air, water, and land resource quality standards.

**Goal 7: Areas Subject to Natural Hazards**

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** No natural hazards, as identified in the City of McMinnville Comprehensive Plan, are identified on the subject site.

**Goal 8: Recreation Needs**

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The proposed Zone Map amendment does not include the development of the property; before the site's development, a separate permit will be required for review and approval. Future development will be required to pay applicable System Development Charges (SDCs) for parks to help fund the implementation of the City’s adopted Parks Plan, which has been adopted to address recreational needs in the community.

**Goal 9: Economic Development**

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** Although no development proposal has been submitted as this time, the applicant’s submittal contemplates the development of multi-family housing in the future. For this reason, it is worth noting that the City’s recently updated Housing Needs Analysis, adopted under Ordinance 5141 on February 27, 2024 outlined McMinnville’s housing needs over a 20-year period of 2021 to 2041. It is forecasted that McMinnville will need 4,657 new dwelling units by 2041. Rezoning properties to medium- and high-density residential zoning (R-4/R-5) is one approach to reaching housing targets.

**Goal 10: Housing**

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** Housing choice and affordability are two key challenges facing both Oregon and McMinnville. The proposed zone change from R-3 to R-4 would expand the residential uses that are allowed on the property to include multi-family development. The subject property is designated as Residential in the City’s adopted Comprehensive Plan. The subject property meets the R-4 zoning designation criteria that are established in the Comprehensive Plan policies. The zone change is also consistent with the findings outlined in City’s adopted Housing Needs Analysis.

**Goal 11: Public Facilities and Services**

**APPLICANT’S RESPONSE:**

[**Staff note:** the below response is to Policies 99.00 and 151.00; however, the response addresses Goal 11 and is provided for clarification]

Policy 99.00 (1-5) and Goal VII 1 Policy 151.00 are satisfied by this proposal as adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply are available to the site, as explained in greater detail below.

**Utility Specifics:**

Water: There is currently a 6” water main present along the frontage of Newby Street and an 8” water main is present in Buel Drive.

Sewer: There is a 12” sewer main that crosses the subject property from west to east within a 10’ wide City sewer easement. Additionally, there is a 15” sewer main present in Newby Street. Westech Engineer Josh Wells has prepared a report that is Exhibit F to this application that demonstrates that there is adequate capacity in the city sewer system to serve the property if it is zoned R-4. Additionally, please see answer to sewer capacity in response to Question #7,

Storm: There is an open drainage swale that traverses the site from west to east that collects storm water from adjacent residential development to the west. This open drainage ditch flows into a 30” wide pipe located at the subject property’s east edge. From the east edge, the drainage flows in a culvert under Newby Street and continues piped for approximately 200’ before daylighting again where it continues as a natural open drainage to the North Yamhill River. This open drainage has been identified by the National Wetland Inventory as a riverine wetland.

Electrical: There is electrical service at the Buel Drive entrance close to the site that can be extended to service the site. Also, the power supply could come from the overhead power line on the east side of Newby Street, according to McMinnville Water and Light.

**FINDING: SATISFIED.** The subject property has access to all necessary public services at a level needed for urban development. When given the opportunity to provide comments on the proposed zone change, McMinnville Water and Light and the City’s Engineering Division did not identify any concerns for utility services. At the time of future development, McMinnville Water and Light and the City’s Engineering Division will analyze if the system capacity can handle the proposed development. If capacity increases are required, the McMinnville Water and Light or the City’s Engineering Division may require improvements through applicable standards at the time of development.

**Goal 12: Transportation**

**APPLICANT’S RESPONSE:**

[**Staff note:** Below are extract excerpts from the Transportation Planning Rule Analysis memo provided by the applicant]

The applicant is requesting a zone change for a 2.93-acre parcel located on NE Newby St between NE Grandhaven St and NE 27th St (Tax Lot 1100) in McMinnville, OR. The owner desires to rezone the property from Medium-Density Residential (R-3) to Medium/High-Density Residential (R-4). The proposed zone change would result in a net increase of 123 weekday

trips and net increase of 8 AM peak hour trips and 10 PM peak hour trips based on reasonable worst-case development scenarios.

The requirements of Oregon Administrative Rule (OAR) 660-012-0060, the Transportation Planning Rule (TPR), must be met for proposed changes in land use zoning. The intent of the TPR (OAR 660- 12-0060) is to ensure that future land use and traffic growth is consistent with transportation system planning and does not create a significant effect on the surrounding transportation system beyond currently allowed uses.

Based on the reasonable worst-case trip generation evaluation, the proposed zone change would result in a net increase of less than 400 daily trips (ODOT threshold) and fewer than 200 daily trips or 20 peak hours trips on any roadway segment or intersection (City threshold). As such, no additional traffic analysis is required.

Additionally, the average daily trips generated by the proposed zone change will not cause the nearby streets to change functional classification or cause the streets to be inconsistent with the functional classification.

It can be concluded that the proposed zone change will not have a significant effect on the surrounding transportation system. Therefore, this request complies with TPR and City of McMinnville requirements.

**FINDING: SATISFIED.** As the applicant has proposed a Zone Map amendment, traffic analysis is required in accordance with the Transportation Planning Rule to ensure that future land use and traffic growth are consistent with the Transportation System Plan and do not create a significant impact on the surrounding transportation system beyond currently allowed uses. This analysis is part of a two-step process, and at the time of future development, additional traffic analysis will be conducted to ensure compliance with the Transportation System Plan.

The applicant has adequately demonstrated that the proposed Zone Map amendment will not have a significant impact on the surrounding transportation system and complies with the Transportation Planning Rule requirements. As shown by the applicant in the Transportation Planning Rule Analysis memo, the proposed zone amendment will not allow for a reasonable worst-case development scenario that exceeds City thresholds. The project will not generate more than 200 average daily trips (ADT) or 20 Peak P.M. trips or cause a street to exceed the maximum number of allowed average daily trips (ADT).

The Transportation Planning Rule Analysis memo compares the reasonable worst-case trip generation for the existing R-3 zoning (Table 2) to that for the proposed R-4 zoning (Table 4). Table 3 provides the expected average trip generation rates by housing type, examining the currently permitted single-family attached housing type as permitted in the R-3 zone and mid-rise apartments as permitted in the R-4 zone.

Table 2 shows that under the current R-3 zoning classification, the “reasonable worst-case trip generation” would be 85 single-family attached homes that generate 612 average daily trips and 49 peak P.M. hour trips.



**TABLE 2: REASONABLE WORST-CASE TRIP GENERATION FOR EXISTING R-3 ZONING**

LAND USE (ITE CODE)	SIZE	TRIP GENERATION		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
<b>SINGLE FAMILY ATTACHED HOME (215)</b>	85 dwellings	612	41	49

Table 3 shows the expected trip generation rates for different housing types by ITE code. As shown in Table 3, a mid-rise apartment unit generates fewer average daily trips and fewer P.M. peak hour trips than a single-family attached home. While single-family attached homes generate fewer average daily trips and fewer P.M. peak hour trips than single-family detached homes.

**TABLE 3: TRIP GENERATION RATES FOR PERMITTED LAND USES UNDER R-4 ZONING**

LAND USE (ITE CODE)	UNITS	TRIP GENERATION RATES		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
<b>SINGLE FAMILY DETACHED HOME (210)</b>	Dwelling Units	9.43	0.70	0.94
<b>SINGLE FAMILY ATTACHED HOME (215)</b>	Dwelling Units	7.20	0.48	0.57
<b>MID-RISE APARTMENTS (221)</b>	Dwelling Units	4.54	0.37	0.39

Table 4 analyzes the reasonable worst-case scenario by looking at single-family attached and mid-rise apartments under the proposed R-4 zoning classification. Table 4 increases the number of units expected by worst-case trip generation for single-family attached home ITE classification from 85 (under current R-3) to 102 for the R-4 zone.

As shown in the table below, 102 single-family attached homes would generate the greatest traffic impact at 735 daily trips and 59 P.M. peak hour trips.

**TABLE 4: REASONABLE WORST-CASE TRIP GENERATION FOR PROPOSED R-4 ZONING**

LAND USE (ITE CODE)	SIZE	TRIP GENERATION		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
<b>SINGLE FAMILY ATTACHED HOME (215)</b>	<b>102 Dwelling Units</b>	<b>735</b>	<b>49</b>	<b>59</b>
<b>MID-RISE APARTMENTS (221)</b>	120 Dwelling Units	545	44	47

By comparing the reasonable worst-case trip generation of Table 2 (existing R-3 zone) to Table 4 (proposed R-4 zone), it is found that the project would increase the reasonable worst-

case trip generation number of average daily trips by 122 and peak P.M. trips by 10 (see below).

Zoning Classification	Average Daily Trips	Peak P.M Trips
R-3	612	49
R-4	734	59
<b>Difference</b>	<b>+122</b>	<b>+10</b>

The expected trip generation is less than 200 average daily trips and 20 peak P.M. trips; therefore, the project complies with Goal 12.

Table 5 examines the proposed project's impact on Grandhaven Street, 27th Street, and Newby Street, analyzing if the future number of average daily trips would exceed the maximum number of average daily trips, as allowed by City standards.

**TABLE 5: ESTIMATED DAILY TRAFFIC VOLUMES ON NEARBY STREETS**

STREET	FUNC. CLASS.	MAXIMUM ADT PER TSP	EXISTING ADT <sup>A</sup>	ADDITIONAL ADT FROM R-3 ZONING <sup>B</sup>	ADDITIONAL ADT FROM ZONE CHANGE <sup>B</sup>	FUTURE ADT WITH ZONE CHANGE
GRANDHAVEN STREET	Major Collector	<b>16,000 vpd</b>	975 vpd	+305 vpd	+65 vpd	<b>1,345 vpd</b>
27 <sup>TH</sup> STREET	Minor Collector	<b>10,000 vpd</b>	5,125 vpd	+305 vpd	+65 vpd	<b>5,495 vpd</b>
NEWBY STREET	Local Street	<b>1,200 vpd</b>	525 vpd	+305 vpd	+65 vpd	<b>895 vpd</b>

<sup>A</sup> Existing ADT for Grandhaven Street and Newby Street was collected in July 2024. ADT for 27<sup>th</sup> Street was collected by the Oregon Department of Transportation in 2022.

<sup>B</sup> The estimated additional ADT generated by the proposed zone change is based on engineering judgement and surrounding land uses, with the assumption that future access to the site would be via Buel Drive and Newby Street. Approximately 50% of trips were assumed to travel along Grandhaven Street while the other 50% of trips were assumed to travel along Newby Street and 27<sup>th</sup> Street.

The expected average daily trips on neighboring Grandhaven Street, 27th Street, and Newby Street are less than the maximum permitted; therefore, the project complies with Goal 12.

**Goal 13: Energy Conservation**

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The proposed zone change to R-4 allows for a more compact development pattern by increasing the maximum density allowed. Locating higher-density development near pedestrian facilities, access to public transit, and commercial land uses may reduce emissions caused by personal vehicles.

**Goal 14: Urbanization**

**APPLICANT’S RESPONSE:** None.

**FINDING: SATISFIED.** The subject property is within the Urban Growth Boundary. The proposed zone change promotes a more efficient use of land within an urbanized area by allowing higher densities.

**Goal 15: Willamette River Greenway**

**APPLICANT’S RESPONSE:** None.

**FINDING: NOT APPLICABLE.** The subject site is not located within the Willamette River Greenway planning area.

**Goal 16: Estuarine Resources**

**APPLICANT’S RESPONSE:** None.

**FINDING: NOT APPLICABLE.** The subject site does not contain an estuary as it is not located at the tidal mouth of a river and, therefore, is not subject to Goal 16.

**Goal 17: Coastal Shorelands**

**APPLICANT’S RESPONSE:** None.

**FINDING: NOT APPLICABLE.** The subject site is not a “costal shoreland” as it does not border an estuary, ocean shore, or coast lake, and, therefore, is not subject to Goal 17.

**Goal 18: Beaches and Dunes**

**APPLICANT’S RESPONSE:** None.

**FINDING: NOT APPLICABLE.** The subject site is not a beach or dune and, therefore, is not subject to Goal 18.

**Goal 19: Ocean Resources**

**APPLICANT’S RESPONSE:** None.

**FINDING: NOT APPLICABLE.** The subject site is not the open sea, nor does it propose to impact the sea, and, therefore, is not subject to Goal 19.

TG



Planning Department
231 NE Fifth Street o McMinnville, OR 97128
(503) 434-7311 Office o (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:
File No. ZC 3-24
Date Received 8/5/2024
Fee \$7,311.00
Receipt No. 210264
Received by AW

569-24-000167-PLNG

Comprehensive Plan Map Amendment/
Zone Change Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other Legal Representative

Applicant Name Monika Development LLC C/O Wendie Kellington Phone 503-636-0069

Contact Name Wendie Kellington Phone 503-636-0069
(If different than above)

Address 4500 Kruse Way, STE #340

City, State, Zip Lake Oswego, OR 97035

Contact Email wk@KLGPC.com

Property Owner Information

Property Owner Name Monika Development Phone 503-437-0477
(If different than above)

Contact Name Lori Zumwalt Phone 503-437-0477

Address 2470 SE West Wind DR

City, State, Zip McMinnville, OR 97128

Contact Email loriz.premier@gmail.com

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address NE Newby Street between NE Granshaven and NE 27th Street

Assessor Map No. R4 W., W.M. R4409DC01100 Total Site Area 2.93 Acres

Subdivision Block Lot

Comprehensive Plan Designation Residential Zoning Designation R-3 Medium Density Residential

This request is for a:

**Comprehensive Plan Amendment**

**Zone Change**

1. What, in detail, are you asking for? State the reason(s) for the request and the intended use(s) of the property. See attached narrative

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2. Show in detail, by citing specific goals and policies, how your request is consistent with applicable goals and policies of the McMinnville Comprehensive Plan (Vol. 2). See attached narrative.

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3. If your request is subject to the provisions of a planned development overlay, show, in detail, how the request conforms to the requirements of the overlay. See attached narrative.

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4. If you are requesting a Planned Development, state how the proposal deviates from the requirements of the Zoning Ordinance and give justification for such deviation. See attached narrative.

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5. Considering the pattern of development in the area and surrounding land uses, show, in detail, how the proposed amendment is orderly and timely. See attached narrative.

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6. Describe any changes in the neighborhood or surrounding area which might support or warrant the request. See attached narrative.

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7. Document how the site can be efficiently provided with public utilities, including water, sewer, electricity, and natural gas, if needed, and that there is sufficient capacity to serve the proposed use. See attached narrative.

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8. Describe, in detail, how the proposed use will affect traffic in the area. What is the expected trip generation? See attached narrative.

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In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), indicating existing and proposed features within and adjacent to the subject site, such as: access; lot and street lines with dimensions; distances from property lines to structures; improvements; and significant features (slope, vegetation, adjacent development, drainage, etc.). If of a larger size, provide five (5) copies in addition to **an electronic copy** with the submittal.
- A legal description of the parcel(s), preferably taken from the deed.
- Compliance of Neighborhood Meeting Requirements.
- Payment of the applicable review fee, which can be found on the Planning Department web page.

**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

DocuSigned by:  
Lori L. Zumwalt  
9A2670B01A894BA  
Applicant's Signature

7/3/2024  
Date

DocuSigned by:  
Lori L. Zumwalt  
9A2670B01A894BA  
Property Owner's Signature

7/3/2024  
Date

# ZONE CHANGE APPLICATION

## APPLICATION NARRATIVE

### CITY OF McMinnville, Oregon

NARRATIVE DATE	August 5, 2024
REQUEST	Zone change from R3 (Medium Density Residential) to R4 (Medium/ High Density Residential)
APPLICANTS/ OWNERS	Lori Zumwalt Monika Development, LLC 2470 SW WEST WIND DR McMinnville, OR 97128 Phone: 503-437-0477 Email: loriz.premier@gmail.com
APPLICANT'S LEGAL REPRESENTATIVE	Wendie Kellington Kellington Law Group, PC 4500 Kruse Way, Ste #340 Lake Oswego, OR 97035 Phone: 503-636-0069 Email: wk@klgpc.com
APPLICANT'S ENGINEER	W. Josh Wells, P.E. Westech Engineering, INC 3841 Fairview Industrial DR, SE Suite 100 Salem, OR 97302 Phone: 503-585-2474 Email: jwells@westech-eng.com
SITE ADDRESS	NE Newby Street between NE Grandhaven and NE 27 <sup>th</sup> Street (Tax Lot 1100, Section 9DC, T 4 S., R. 4 W., W.M.)
SITE AREA	Approximately 2.93 acres
ZONING (Current)	R-3 (Medium Density Residential)
ZONING (Proposed)	R-4 (High Density Residential)



Table of Contents

I. EXHIBIT LIST: .....3

II. SUMMARY OF REQUEST:.....3

III. SURROUNDING ZONING AND LAND USE:.....4

IV. SITE CHARACTERISTICS: .....4

V. APPROVAL STANDARDS: .....6

**17.74.010 PURPOSE**.....6

**17.74.020 COMPREHENSIVE PLAN MAP AMENDMENT AND ZONE CHANGE –  
    REVIEW CRITERIA.**.....6

**QUESTION 1:** .....7

**QUESTION 2:** .....7

**Plan GOAL V 2:** .....7

**PLAN GOAL VI 1:** ..... 11

**PLAN GOAL VII 1:** ..... 12

**PLAN GOAL IX 1:** ..... 14

**QUESTION 3:** ..... 19

**QUESTION 4:** ..... 19

**QUESTION 5:** ..... 19

**QUESTION 6:** ..... 19

**QUESTION 7:** ..... 20

**QUESTION 8:** ..... 21

**CONCLUSION**..... 23

I. EXHIBIT LIST:

Exhibit A - Legal Description

Exhibit B – DKS Transportation Analysis

Exhibit C - Site Plan

Exhibit D - Meeting minutes from June 12, 2024, Neighborhood Meeting<sup>1</sup>

Exhibit E- Compliance with Neighborhood Meeting Requirements.

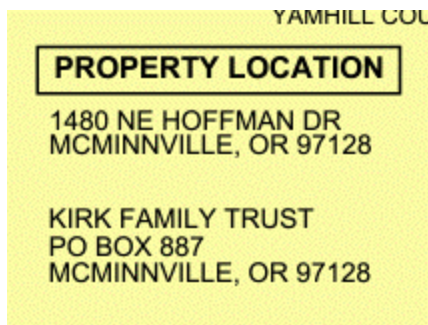
Exhibit F – Utility Analysis

II. SUMMARY OF REQUEST:

The Applicant seeks land use approval from the City of McMinnville for a zone change from R-3 to R-4. The subject property is already planned residential. Therefore, no plan amendment is required. The purpose of the zone change is to allow higher residential density on the property. The intended use of the property is to allow for the development of multifamily units.

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<sup>1</sup>Note: We understand that a neighbor, the Kirk's, may have complained about the address that the Applicant used for inviting them to the neighborhood meeting. First, they received notice of the neighborhood meeting because they attended it. Second, as per the city code, the address used to notify them of the neighborhood meeting, was the one listed by the assessor as the one to which their tax statements are sent. We checked the assessor's website again on 7/30/24 and it still stated that the Kirk's address is the one that the Applicant used:



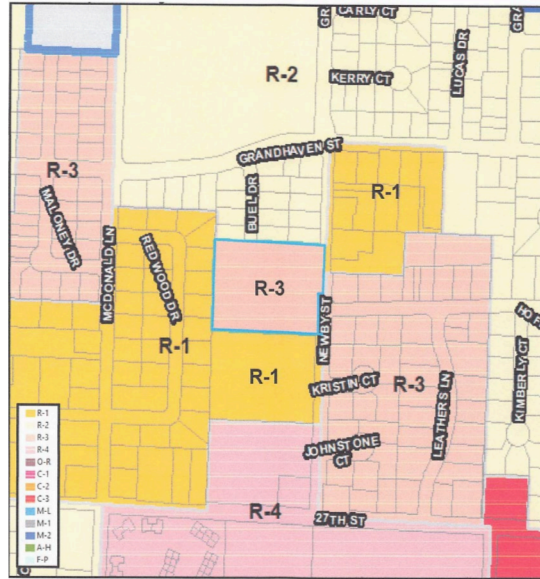


### III. SURROUNDING ZONING AND LAND USE:

The subject property is a 2.93-acre site nestled in an established neighborhood. To the north of the property are single family residential homes on a stubbed street (Buel Dr.) connecting Grandhaven Drive to the site. To the west are single family residential homes. To the south is a church and to the east are single family residential homes and duplexes along NE Newby St. Newby Street abuts the east side of the property. The subject property is surrounded by R-1, R-2, R-3 and R-4 zoned properties.

### IV. SITE CHARACTERISTICS:

Current Zoning Map:



The subject property has an open storm drainage easement that runs across the middle of the property from the west to the east boundary. This storm drainage easement is considered by Department of State Lands and Army Corp of Engineers as a riverine wetland. Changing the zone to R-4 provides more flexibility for a higher density multi-family project while minimizing impacts to the wetlands. The City’s Piped and Open Storm Drainage Map is below:



In 2019, the State of Oregon passed HB 2001 to encourage middle housing and assist the City to accommodate Needed Housing. The McMinnville Housing Needs Analysis states on page v that, “Per this HNA, McMinnville’s UGB will not accommodate all of its projected housing needs. McMinnville has a deficit of capacity for 1,101 dwelling units for the 2021-2041 period,

resulting in a land deficit of 218 gross acres (at a density of 5.05 du/gross acre) or 202 gross acres (at a density of 5.46 du/gross acre).”

Approving this requested zone change will help the City to meet its Housing Needs and Statewide Planning Goal 10, by allowing multi-family, needed housing to be established.

#### V. APPROVAL STANDARDS:

##### **17.74.010 PURPOSE**

**The purpose of this chapter is to provide the approval criteria for the following applications:**

- A. Comprehensive Plan Map Amendment**
- B. Conditional Use Permit**
- C. Planned Development Amendment**
- D. Variance-Administrative**
- E. Variance**
- F. Zone Change (planned Development)**

Applicant’s Response: This is a purpose statement and not a mandatory approval standard.

##### **17.74.020 COMPREHENSIVE PLAN MAP AMENDMENT AND ZONE CHANGE – REVIEW CRITERIA.**

**An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:**

- A. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan;**

Applicant’s Response: The proposal is consistent with the City comprehensive plan. *See* responses to IV Application Question 2 below.

- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;**

Applicant’s Response: Per MDC 17.74.020, this standard does not apply. This is because MDC 17.74.020 expressly states that it does not apply where the applicant is seeking a zone change concerning needed housing. State law defines “needed housing” in ORS 197A.018 to include any type of housing that the City’s Housing Needs Analysis indicates there is a deficiency of. The City’s Housing Needs Analysis describes “apartment buildings” as a needed housing type for the City. HNA p 93. The proposed zone change to R-4 will allow an apartment building on the subject property and, therefore, is for needed housing. That means that per its express terms, that this standard is inapplicable

**C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.**

Applicant's Response: The Applicant's engineer confirms that utilities can be efficiently provided to the subject property per Exhibit F to this application. *See also* IV Application Question 7 response.

**When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statute), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map.**

**In addition, the housing policies of the McMinnville Comprehensive Plan shall be given added emphasis and the other policies contained in the plan shall not be used to:**

- 1. Exclude needed housing;**
- 2. Unnecessarily decrease densities; or**
- 3. Allow special conditions to be attached which would have the effect of discouraging needed housing through unreasonable cost or delay. (Ord. 4242 §3, 1983; Ord. 4221 §4, 1982; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).**

Applicant's Response: The Applicant's request to change zoning from R-3 to R-4 is consistent with the housing policies of the McMinnville Comprehensive Plan. The application provides appropriate emphasis on City plan policies that support providing needed housing for all citizens of the City.

**VI. APPLICATION QUESTIONS:**

**QUESTION 1:**

***What, in detail, are you asking for? State the reasons(s) for the request and the intended use(s) of the property.***

Applicant's Response: The Applicant is seeking a land use approval from the City of McMinnville for a zone change from R-3 to R-4. The purpose of changing the zoning is to allow a higher density of multi-family use on the property. The intended use of the property is to allow apartments which are allowed in the R-4 zone.

**QUESTION 2:**

***Show in detail, by citing specific goals and policies, how your request is consistent with applicable goals and policies of the McMinnville Comprehensive Plan (Vol. 2)***

Applicant's Response: The requested zone change complies with the following applicable McMinnville Comprehensive Plan Goals and Policies:

**Plan GOAL V 2:**

**TO PROMOTE A RESIDENTIAL DEVELOPMENT PATTERN THAT IS**

**LAND INTENSIVE AND ENERGY-EFFICIENT, THAT PROVIDES FOR AN URBAN LEVEL OF PUBLIC AND PRIVATE SERVICES, AND THAT ALLOWS UNIQUE AND INNOVATIVE DEVELOPMENT TECHNIQUES TO BE EMPLOYED IN RESIDENTIAL DESIGNS.**

**Plan 70.00 The City of McMinnville shall continue to update zoning and subdivision ordinances to include innovative land development techniques and incentives that provide for a variety of housing types, densities, and price ranges that will adequately meet the present and future needs of the community.**

Applicant's Response: 70.00 is satisfied. The proposal provides for an efficient and intensive use of undeveloped urban land that is already planned and zoned for urban residential use. The proposal is to enable a greater residential density than is otherwise possible, thus promoting a residential development pattern that makes an efficient residential use of scarce urban land resources and promotes energy efficiency.

**Plan 71.00 The City of McMinnville shall designate specific lands inside the urban growth boundary as residential to meet future projected housing needs. Lands so designated may be developed for a variety of housing types. All residential zoning classifications shall be allowed in areas designated as residential on the Comprehensive Plan Map.**

Applicant's Response: 71.00 is satisfied. The subject property is designated "Residential." This plan provision requires the City to allow the entire spectrum of residential zones in residentially designated areas, such as the subject property. The R-4 zone is a residential zone and the subject property is designated as Residential. Therefore, per this policy the proposal "shall be allowed."

**Plan 71.05 The City of McMinnville shall encourage annexations and rezoning which are consistent with the policies of the Comprehensive Plan so as to achieve a continuous five-year supply of buildable land planned and zoned for all needed housing types. (Ord.4840, January 11, 2006; Ord. 4243, April 5, 1983; Ord.4218, November 23, 1982)**

Applicant's Response: 71.05 is satisfied. The proposed zoned change to R-4 is consistent with the City's goals to increase the five-year supply of buildable land for the "apartment building" needed housing type identified in the City's HNA.

**Plan 71.09 Medium and Medium-High Density Residential (R-3 and R-4) - The majority of residential lands in McMinnville are planned to develop at medium density range (4 – 8 dwelling units per net acre). Medium density residential development uses include small lot single dwelling detached uses, single dwelling attached units, duplexes, triplexes, quadplexes, townhouses, and cottage clusters. High density residential development (8 – 30 dwelling units per net acre) uses typically include townhouses, condominiums, and apartments:**

- 1. Areas that are not committed to low density development;**
- 2. Areas that have direct access from collector or arterial streets; or a local**

collector street within 600 ' of a collector or arterial street;

**3. Areas that are not subject to development limitations such as topography, flooding, or poor drainage;**

**4. Areas where the existing facilities have the capacity for additional development;**

**5. Areas within one-quarter mile of existing or planned public transportation. (Ord. 5098, December 8, 2020; Ord. 4961, January 8, 2013; Ord. 4796, October 14, 2003)**

**Plan 71.10 The following factors should be used to define appropriate density ranges allowed through zoning in the medium density residential areas:**

**1. The density of development in areas historically zoned for medium and high density development;**

**2. The topography and natural features of the area and the degree of possible buffering from established low density residential areas;**

**3. The capacity of the services;**

**4. The distance to existing or planned public transit;**

**5. The distance to neighborhood or general commercial centers; and**

**6. The distance from public open space. (Ord. 4796, October 14, 2003)**

Applicant's Response: Plan 71.09 (1-5) and 71.10. This goal is satisfied by the proposal. Plan 71.09 characterizes R-3 and R-4 zones interchangeably and treats Medium and Medium High Density zoning the same. Because the subject property is already zoned R-3, it is prima facie appropriately zoned R-4 under this policy. The area is not "committed to low density development." Rather, the area includes a mix of R-1, R-2, R-3 and R-4 zones. Specifically, land designated R-1 is located to the west and northeast and is residentially developed with lots meeting R-1 requirements. Adjacent R-1 land to the south is developed with a conditional use for a Church property. Adjacent land to the north is zoned and residentially developed to R-2 standards and land to the east across Newby Street from the site is zoned and residentially developed commensurate with R-3 standards. Both R-4 and C-3 zoned lands are located across 27th Street further to the south and are developed with uses and densities appropriate to those zones.

Urban facilities are in place to serve the property. See Exhibit F. The natural storm drainage that bisects the property limits single family layout options and requires impacting wetlands to develop any reasonable number of SFDs. This application enables more flexible development options, while increasing the allowable density enabling the City to come closer to meeting its needs for housing over the planning period.



The site is located in an area that is well served by an existing public street network. Additionally, Newby Street adjacent to the site's eastern edge is designated as a Local Residential Street and Grandhaven Drive is a Major Collector as depicted in the City's adopted Transportation System Plan and approximately 350' from the site.

Public transit is shown to be located within approximately 650 feet on NE 27th Street, which is less than the City's one-quarter mile proximity requirement related to existing or planned public transportation.

Plan Residential Design Policies:

**Plan 79.00. The density allowed for residential developments shall be contingent on the zoning classification, the topographical features of the property, and the capacities and availability of public services including but not limited to sewer and water. Where densities are determined to be less than that allowed under the zoning classification, the allowed density shall be set through adopted clear and objective code standards enumerating the reason for the limitations or shall be applied to the specific area through a planned development overlay. Densities greater than those allowed by the zoning classification may be allowed through the planned development process or where specifically provided in the zoning ordinance or by plan policy. (Ord. 4796, October 14, 2003)**

**Plan 80.00 In proposed residential developments, distinctive or unique natural features such as wooded areas, isolated preservable trees, and drainage swales shall be preserved wherever feasible.**

*Findings:* Plan Policies 79.00 and 80.00 are satisfied by this proposal. The precise housing type and proposed residential density will be established upon submission of a site plan consistent with the R-4 Zone and Residential Design Standards for the housing type. The housing types allowed by the R-4 zone, such as, in the example of multi-family units, allows a concentrated housing density in one area and can better accommodate for the land constraint of the open storm drain. Therefore, the R-4 zone will better accommodate Plan Policy 80.0 because it enables the existing drainage swale to remain but allowing the concentration of housing in other areas that are not possible under the current R-3 zoning. Please note that a particular housing type, site plan or a Planned Development designation is not requested as part of this land use proposal.

Plan Urban Policies:

**Plan 99.00 An adequate level of urban services shall be provided prior to or concurrent with all proposed residential development, as specified in the acknowledged Public Facilities Plan. Services shall include, but not be limited to:**

- 1. Sanitary sewer collection and disposal lines. Adequate municipal waste treatment plant capacities must be available.**
- 2. Storm sewer and drainage facilities (as required).**

3. Streets within the development and providing access to the development, improved to city standards (as required).
4. Municipal water distribution facilities and adequate water supplies (as determined by City Water and Light). (as amended by Ord. 4796, October 14, 2003)
5. Deleted as per Ord. 4796, October 14, 2003.

Applicant's Response: Plan 99.00 is satisfied in that all utilities are available to the subject site and have adequate capacity. See Goal VII 1 Policy 151.00 answer.

**PLAN GOAL VI 1:**

**TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.**

**Plan Policies:**

**117.00** The City of McMinnville shall endeavor to insure that the roadway network provides safe and easy access to every parcel.

**118.00** The City of McMinnville shall encourage development of roads that include the following design factors:

1. Minimal adverse effects on, and advantageous utilization of, natural features of the land.
2. Reduction in the amount of land necessary for streets with continuance of safety, maintenance, and convenience standards.
3. Emphasis placed on existing and future needs of the area to be serviced. The function of the street and expected traffic volumes are important factors.
4. Consideration given to Complete Streets, in consideration of all modes of transportation (public transit, private vehicle, bike, and foot paths). (Ord.4922, February 23, 2010)
5. Connectivity of local residential streets shall be encouraged. Residential cul-de-sac streets shall be discouraged where opportunities for through streets exist

Applicant's Response: Goal VI 1 and Policies 117.00, 118.00 are satisfied by this zone change. (117.00). The existing roadway network has a local residential street that connects to a Major Collector from Buel Drive to Grandhaven Drive and a connection of Newby Street, a local residential street, north to a Major Collector, Grandhaven Drive, and South to a Minor Collector 27th Street. This satisfies 117.00 as the street network will be the same and provide safe and easy access to the parcel. Policy 118.00: Applicant is not requesting approval for development of the site, but has included a traffic analysis for the "worst case" scenario for expected traffic

volume when the subject property's zone is changed from R-3 to R-4. See answer to Question #8 concerning potential traffic impacts from the requested R-3 to R-4 zone change.

**PLAN: CONNECTIVITY AND CIRCULATION**

**Plan 132.26.00** The vehicle, pedestrian, transit, and bicycle circulation systems shall be designed to connect major activity centers in the McMinnville planning area, increase the overall accessibility of downtown and other centers, as well as provide access to neighborhood residential, shopping, and industrial areas, and McMinnville's parks and schools.

**Plan 132.26.05** New street connections, complete with appropriately planned pedestrian and bicycle features, shall be incorporated in all new developments consistent with the Local Street Connectivity map. (Ord. 4922, February 23, 2010)

*Findings:* Plan 132.26.00 and 132.26.05 are satisfied as the subject property is in an established neighborhood with established vehicle, pedestrian, transit and bicycle circulation systems that are designed to connect to major activity centers, *i.e.* Grandhaven Elementary School, Town Plaza, Anytime Fitness, Harbor Freight, McDonalds, and other food and banking needs, as well as Chegwyn Farms Neighborhood Park all within a 1/2 mile of the site. Further connections may be addressed upon a proposed future site plan.

**PLAN GOAL VII 1:**

**TO PROVIDE NECESSARY PUBLIC AND PRIVATE FACILITIES AND UTILITIES AT LEVELS COMMENSURATE WITH URBAN DEVELOPMENT, EXTENDED IN A PHASED MANNER, AND PLANNED AND PROVIDED IN ADVANCE OF OR CONCURRENT WITH DEVELOPMENT, IN ORDER TO PROMOTE THE ORDERLY CONVERSION OF URBANIZABLE AND FUTURE URBANIZABLE LANDS TO URBAN LANDS WITHIN THE MCMINNVILLE URBAN GROWTH BOUNDARY.**

***WATER AND SEWER--LAND DEVELOPMENT CRITERIA***

**Policies:**

**151.00** The City of McMinnville shall evaluate major land use decisions, including but not limited to urban growth boundary, comprehensive plan amendment, zone changes, and subdivisions using the criteria outlined below:

- 1. Sufficient municipal water system supply, storage and distribution facilities, as determined by McMinnville Water and Light, are available or can be made available, to fulfill peak demands and insure fire flow requirements and to meet emergency situation needs.**
  
- 2. Sufficient municipal sewage system facilities, as determined by the City Public Works Department, are available, or can be made available, to collect, treat, and dispose of maximum flows of effluents.**

**3. Sufficient water and sewer system personnel and resources, as determined by McMinnville Water and Light and the City, respectively, are available, or can be made available, for the maintenance and operation of the water and sewer systems.**

**4. Federal, state, and local water and wastewater quality standards can be adhered to.**

**5. Applicable policies of McMinnville Water and Light and the City relating to water and sewer systems, respectively, are adhered to.**

Applicant's Response: Policy 99.00 (1-5) and Goal VII 1 Policy 151.00 are satisfied by this proposal as adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply are available to the site, as explained in greater detail below.

**Utility Specifics:**

Water: There is currently a 6” water main present along the frontage of Newby Street and an 8” water main is present in Buel Drive.

Sewer: There is a 12” sewer main that crosses the subject property from west to east within a 10’ wide City sewer easement. Additionally, there is a 15” sewer main present in Newby Street. Westech Engineer Josh Wells has prepared a report that is Exhibit F to this application that demonstrates that there is adequate capacity in the city sewer system to serve the property if it is zoned R-4. Additionally, please see answer to sewer capacity in response to Question #7,

Storm: There is an open drainage swale that traverses the site from west to east that collects storm water from adjacent residential development to the west. This open drainage ditch flows into a 30” wide pipe located at the subject property’s east edge. From the east edge, the drainage flows in a culvert under Newby Street and continues piped for approximately 200’ before daylighting again where it continues as a natural open drainage to the North Yamhill River. This open drainage has been identified by the National Wetland Inventory as a riverine wetland.

Electrical: There is electrical service at the Buel Drive entrance close to the site that can be extended to service the site. Also, the power supply could come from the overhead power line on the east side of Newby Street, according to McMinnville Water and Light.

**POLICE AND FIRE PROTECTION**

**Policies:**

**153.00 The City of McMinnville shall continue coordination between the planning and fire departments in evaluating major land use decisions.**

Applicant's Response: Policy 153.00 will be satisfied by the City sending agency notice to McMinnville Fire. Fire requirements will be met when a development application is submitted for the property per the McMinnville Fire District Fire Code. We note that to the extent required, that the proposal meets the McMinnville Fire District Fire Code Applications Guide page 5, Multiple Access Roads:

**“MULTIPLE ACCESS ROADS:** Developments of one- and two-family dwellings where the number of dwelling units exceeds 30, multiple-family residential projects having more than 100 dwelling units and where vehicle congestion, adverse terrain conditions or other factors that could limit access, as determined by the fire code official, shall be provided with not less than two approved means of fire department access. Exceptions may be allowed for approved automatic sprinkler system. The approval of fire sprinklers as an alternate, in lieu of adequate fire apparatus access, shall be accomplished in accordance with OFC 104.8. (OFC 503.1.2, D106 & D107).”

In a multi-family dwelling proposal, the Police and Fire Protection Policy 153.00 is satisfied by provision of two accesses to the property from Buel Drive and Newby Street providing required access, including fire department access.

**PLAN GOAL IX 1:**

**TO PROVIDE ADEQUATE LANDS TO SERVICE THE NEEDS OF THE PROJECTED POPULATION TO THE YEAR 2023, AND TO ENSURE THE CONVERSION OF THESE LANDS IN AN ORDERLY, TIMELY MANNER TO URBAN USES.**

**Plan 181.10** When evaluating areas for future urbanization, the City shall consider the “7 Guiding Principles for Future Land Use” contained in the MGMUP:

**Principle 5: Density. Adopt policies that allow the market to increase densities and push it to do so in some instances.**

Applicant’s Response: Goal IX 1 and 181.10 are satisfied in that the site is located within both the McMinnville City boundary, as well as this site is already designated as residential and zoned R-3 on the Comprehensive Plan Map. Changing the zone from R-3 to R-4 will allow potential new residential development to increase residential density at the site and meet Principle 5 of the McMinnville Guiding Principles for Future Land Use, encouraging increased densities on the site and more efficient use of land and urban facilities and services.

**Plan 187.50. The McMinnville Great Neighborhood Principles are provided below. Each Great Neighborhood Principle is identified by number below (numbers 1 – 13) and is followed by more specific direction on how to achieve each individual principle.**

**1. Natural Feature Preservation. Great Neighborhoods are sensitive to the natural conditions and features of the land.**

**a. Neighborhoods shall be designed to preserve significant natural features including, but not limited to, watercourses, sensitive lands, steep slopes, wetlands, wooded areas, and landmark trees.**

**2. Scenic Views. Great Neighborhoods preserve scenic views in areas that everyone can access.**

**a. Public and private open spaces and streets shall be located and oriented to capture and preserve scenic views, including, but not limited to, views of significant natural features, landscapes, vistas, skylines, and other important features.**

**3. Parks and Open Spaces. Great Neighborhoods have open and recreational spaces to walk, play, gather, and commune as a neighborhood.**

**a. Parks, trails, and open spaces shall be provided at a size and scale that is variable based on the size of the proposed development and the number of dwelling units.**

**b. Central parks and plazas shall be used to create public gathering spaces where appropriate.**

**c. Neighborhood and community parks shall be developed in appropriate locations consistent with the policies in the Parks Master Plan.**

**4. Pedestrian Friendly. Great Neighborhoods are pedestrian friendly for people of all ages and abilities.**

**a. Neighborhoods shall include a pedestrian network that provides for a safe and enjoyable pedestrian experience, and that encourages walking for a variety of reasons including, but not limited to, health, transportation, recreation, and social interaction.**

**b. Pedestrian connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces, and shall also be provided between streets that are disconnected (such as cul-de-sacs or blocks with lengths greater than 400 feet).**

**5. Bike Friendly. Great Neighborhoods are bike friendly for people of all ages and abilities.**

**a. Neighborhoods shall include a bike network that provides for a safe and enjoyable biking experience, and that encourages an increased use of bikes by people of all abilities for a variety of reasons, including, but not limited to, health, transportation, and recreation.**

**b. Bike connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces.**

**6. Connected Streets. Great Neighborhoods have interconnected streets that provide safe travel route options, increased connectivity between places and destinations, and easy pedestrian and bike use.**

**a. Streets shall be designed to function and connect with the surrounding built environment and the existing and future street network, and shall incorporate human scale elements including, but not limited to, Complete Streets features as**

defined in the Comprehensive Plan, grid street networks, neighborhood traffic management techniques, traffic calming, and safety enhancements.

b. Streets shall be designed to encourage more bicycle, pedestrian and transit mobility with a goal of less reliance on vehicular mobility.

**7. Accessibility.** Great Neighborhoods are designed to be accessible and allow for ease of use for people of all ages and abilities.

a. To the best extent possible all features within a neighborhood shall be designed to be accessible and feature elements and principles of Universal Design.

b. Design practices should strive for best practices and not minimum practices.

**8. Human Scale Design.** Great Neighborhoods have buildings and spaces that are designed to be comfortable at a human scale and that foster human interaction within the built environment.

a. The size, form, and proportionality of development is designed to function and be balanced with the existing built environment.

b. Buildings include design elements that promote inclusion and interaction with the right-of-way and public spaces, including, but not limited to, building orientation towards the street or a public space and placement of vehicle-oriented uses in less prominent locations.

c. Public spaces include design elements that promote comfortability and ease of use at a human scale, including, but not limited to, street trees, landscaping, lighted public areas, and principles of Crime Prevention through Environmental Design (CPTED).

**9. Mix of Activities.** Great Neighborhoods provide easy and convenient access to many of the destinations, activities, and local services that residents use on a daily basis.

a. Neighborhood destinations including, but not limited to, neighborhood serving commercial uses, schools, parks, and other community services, shall be provided in locations that are easily accessible to surrounding residential uses.

b. Neighborhood-serving commercial uses are integrated into the built environment at a scale that is appropriate with the surrounding area.

c. Neighborhoods are designed such that owning a vehicle can be optional.

**10. Urban-Rural Interface.** Great Neighborhoods complement adjacent rural areas and transition between urban and rural uses.

**a. Buffers or transitions in the scale of uses, buildings, or lots shall be provided on urban lands adjacent to rural lands to ensure compatibility.**

**11. Housing for Diverse Incomes and Generations. Great Neighborhoods provide housing opportunities for people and families with a wide range of incomes, and for people and families in all stages of life.**

**a. A range of housing forms and types shall be provided and integrated into neighborhoods to provide for housing choice at different income levels and for different generations.**

**12. Housing Variety. Great Neighborhoods have a variety of building forms and architectural variety to avoid monoculture design.**

**a. Neighborhoods shall have several different housing types. b. Similar housing types, when immediately adjacent to one another, shall provide variety in building form and design.**

**13. Unique and Integrated Design Elements. Great Neighborhoods have unique features, designs, and focal points to create neighborhood character and identity. Neighborhoods shall be encouraged to have:**

**a. Environmentally friendly construction techniques, green infrastructure systems, and energy efficiency incorporated into the built environment.**

**b. Opportunities for public art provided in private and public spaces.**

**c. Neighborhood elements and features including, but not limited to, signs, benches, park shelters, streetlights, bike racks, banners, landscaping, paved surfaces, and fences, with a consistent and integrated design that are unique to and define the neighborhood. (Ord 5066 §2, April 9, 2019)**

Applicant's Response: Because no specific development is proposed, many of these policies do not apply. The following Great Neighborhood Principles are addressed as pertinent to the proposed zone change.

#1. There is a natural open storm drainage that flows through the property that can be preserved while at the same time offering the City efficient use of this urban residential land by allowing increased density in an area that is away from the natural resource.

# 2 The surrounding views are residential neighborhoods with the exception of a church to the south. There are no particular scenic views that are potentially impacted by the proposal.

#3 The property is within 1/2 mile of Chegwyn Farms Neighborhood Park.



#4 and 5 In relation to Pedestrian and Bike Friendliness, there are existing sidewalks abutting and alongside the property for pedestrian use and the existing Newby Street leads north to Grandhaven Elementary School and south to the commercial area.

#6. The TSP suggests that there might someday be a local city street connecting Buel Drive to Hoffman Drive. But the proposal does not seek approval of any development to justify any exaction in this regard. Relatedly, no site design proposal is included or required with this zone change and therefore no streets are appropriate or proportional to require with this proposal that merely changes the zone of the subject property. In this regard, it is well-established that merely because a city adopts an ordinance that requires or contemplates street improvements, does not give the city the right to demand those improvement or land dedications for them. Rather, any local government seeking exactions from a private property owner, regardless of whether the requested exaction is based upon a city code standard, must be able to write proportionality findings establishing that the impacts of the proposal are proportional to requested exactions. *Koontz v. St. Johns River Water Mgmt. Dist*, 570 U.S. 595, 606-07 (2013) (local government cannot escape the constitutional requirements of *Dolan v. City of Tigard*, 512 U.S. 374 (1994), by artful phrasing of ordinance requirements), *Hill v. City of Portland*, 293 Or App 283 (2018) (merely adopting an ordinance requiring exactions, does not give city the right to demand exactions that violate the rough proportionality principle of *Dolan v. City of Tigard*), *McClure v City of Springfield*, 37 Or LUBA 759, 768–69 (2000) (city’s enactment of dedication requirements did not relieve it of the obligation to make particularized findings showing that any resulting exactions were roughly proportional to the impact of the proposed development), *McClure v. Springfield*, 175 Or App 425 (2001) (findings adopted by city on remand were inadequate to meet the city’s burden under United States Supreme Court’s decision in *Dolan v. City of Tigard*), *Brown v. City of Medford*, 251 Or App 42 (2012) (requirement that landowner grant easement to city as a condition of partition approval violates *Dolan* rough proportionality requirement because the partition of itself had no impacts to which the exaction could be roughly proportional to), *Community Participation Organization 4m v. City of Tigard*, 2023 WL 2388669 (2023) (when faced with an ordinance that requires unconstitutional exactions, city is free not to apply such ordinance), *Columbia Riverkeeper v. Clatsop County*, 58 Or LUBA 235, 242 (2009) (same for counties). There is no justification for imposing any exaction here.

#7. The property is accessible through Buel Drive and Newby Street.

#8. This criteria shall be addressed upon a site development proposal submission to the City.

#9. The property is within close proximity of many commercial services, public parks and Yamhill County Transit.

#10. This is an infill parcel surrounded by existing residential properties. The addition of more housing will fit appropriately in this residential area of town.

#11-13. These principles are properly addressed upon a development proposal submission to the City.

**QUESTION 3:**

*If your request is subject to the provisions of a planned development overlay, show in detail, how the request conforms to the requirements of the overlay.*

Applicant's Response: This zone change request is not subject to the provisions of the planned development overlay.

**QUESTION 4:**

*If you are requesting a Planned Development, state how the proposal deviates from the requirements of the Zoning Ordinance and give justification for such deviation.*

Applicant's Response: This zone change request is not requesting a Planned Development.

**QUESTION 5:**

*Considering the pattern of development in the area and surrounding land uses, show in detail, how the proposed amendment is orderly and timely.*

Applicant's Response: As explained above, per MDC 17.74.020, the standard this question is based upon does not apply.

**QUESTION 6:**

*Describe any changes in the neighborhood or surrounding area which might support or warrant the request.*

Applicant's Response: No changes will occur under the proposal that are not already contemplated by the City's plan. The legislative policy decision of the City governing body, consistent with state law, is to enable a variety of housing types to be developed within the City without unnecessary cost or delay or to result in decreased densities. In the latter regard, the City's Plan Policy 71.00 establishes that all residential zoning **classifications shall be allowed** in areas designated as residential on the Comprehensive Plan Map. Therefore, residential zone changes in the neighborhood and surrounding area are considered normative under Plan Policy 71 such that any residential zone is a proxy for any other residential zone. Further, the subject property is an undeveloped 2.93 acre parcel, surrounded by developed and existing residential neighborhoods on all sides, as well as a church adjacent on the south and further to the south from that is more R-4 zoned land. Development of this vacant residential property will complete the neighborhood by adding a needed housing type offering wider variety of citizens the opportunity to live there and will add new amenities as the developer addresses the New Great Neighborhood Principles and Residential Design Standards the City has adopted since the development of the surrounding neighborhoods. Additionally, 17.74.020 Comprehensive Plan Map Amendment and Zone Change - Review Criteria provides that the "housing policies of the Comprehensive Plan shall **not** be used to **(1) exclude needed housing; (2) unnecessarily decrease densities; or (3) allow special conditions to be attached which would have the effect of discouraging needed housing through unreasonable cost or delay.**"

# Sanitary Sewer Capacity vs. Proposed 120 Unit MF Development



## QUESTION 7:

*Document how the site can be efficiently provided with public utilities, including water, sewer, electricity, and natural gas, if needed, and that there is sufficient capacity to serve the proposed use.*

Applicant’s Response: Per Josh Wells, P.E., Westech Engineering (Exhibit F to this application) concerning water, sewer and stormwater: (using an estimated 120-unit multi-family development as an example) there is adequate capacity to accommodate the property’s public facilities needs if it is zoned R-4.

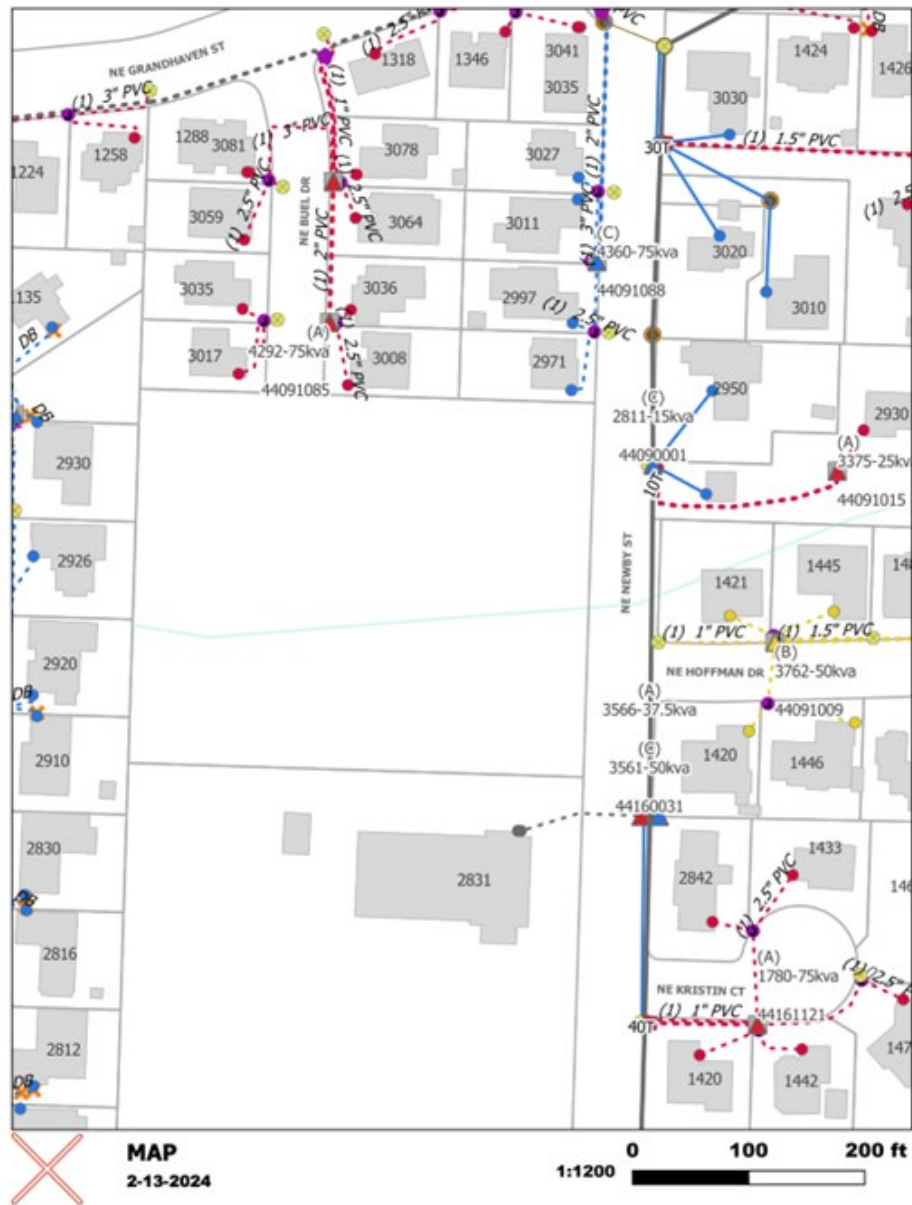
Water: Water mains are sized for fire flows, therefore the increase in units can be served with adequate fire flows and pressures, without adversely affecting existing users.

Stormwater: Stormwater can either be discharged using the existing swale, either with or without detention.

Sewer: Using an estimated 120-unit multi-family development as an example, the addition of 120 units the total sewer flows would be 0.76 cfs. Pipe capacity is 3.77 cfs for this residential area. See analysis exhibit below and Exhibit F to this application. There is adequate capacity. See attached Exhibit F Utility Report and the below:

Electricity: Per Ryan Timm at McMinnville Water and Light, power is available from both locations Buel Drive and Newby Street. Any developer will be required to “build back” to the existing conduits on Buel Drive and Newby Street or access the overhead power line on the east side of Newby Street, as shown below:

Electrical Map is below:



**QUESTION 8:**

*Describe, in detail, how the proposed use will affect traffic in the area. What is the expected trip generation?*

Applicant's Response: Per DKS letter attached as Exhibit B, the proposal will not add more than 200 ADT or more than 20 peak hours trips on any road segment and is consistent with and will not change the functional classification of affected transportation facilities and its level of traffic is not inconsistent with the current functional classification of facilities. Specifically, the DKS report explains:

“Comparing the reasonable worst-case vehicle trip generation from Table 2 and Table 4 shows that the proposed change from R-3 zoning to R-4 zoning could result in an estimated increase of up to 252 weekday trips, 17 AM peak hour trips, and 20 PM peak hour trips. These trips would be distributed between future access points to Buel Drive and Newby Street, consistent with the Future Local Street Connection plan in the City’s TSP5. **As such, no intersection or roadway segment is expected to see an increase of more than 126 daily trips or 10 peak hour trips as a result of the proposed zone change, which is below the City’s threshold for requiring additional traffic analysis.**” (Emphases in original).

The City has an uncodified policy<sup>2</sup> that a “significant effect” on a transportation facility warranting further analysis occurs if, under the proposal, any segment on a road will have more than 200 ADT or more than 20 peak hour trips on any segment. No segment of any road will have such trip impacts as is demonstrated under the DKS analysis. Therefore, there is no “significant effect” on a transportation facility under the proposal. Therefore, the proposal is consistent with the City’s uncodified policy as well as the Oregon Transportation Planning Rule (OAR 660-012-0060) because it has no “significant effect” on a transportation facility.

#### CONCLUSION

It is respectfully submitted that the proposal should be approved because it meets all applicable standards and meets a need for housing, particularly needed housing, in the City.

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<sup>2</sup> As a technical matter, the only standards that may be applied to any land use application, including this one, are those codified in the City’s code. ORS 227.173(1).



### Ownership

Legal Owner(s): Monika Development Llc  
Site Address: No Site Address , OR  
Mailing Address: 2470 SW West Wind Dr McMinnville, OR 97128

Parcel #: R4409DC 01100  
APN: 125607  
County: Yamhill

### Property Characteristics

Bedrooms: 0	Year Built: 0	Lot SqFt: 127,631
Total Bathrooms: 0.00	Building SqFt: 0	Lot Acres: 2.93
Full Bathrooms: 0	First Floor SqFt: 0	Roof Type:
Half Bathrooms: 0.00	Basement SqFt: 0	Roof Shape:
Units: 0	Basement Type:	Porch Type:
Stories:		Building Style:
Fire Place: N		Garage:
Air Conditioning:		Garage SqFt: 0
Heating Type:		Parking Spots: 0
		Pool:

### Property Information

Land Use: VACANT	Zoning: R-3
Improvement Type: Recreational-Vacant Land	School District: McMinnville School District 40
Legal Description: SEE METES & BOUNDS	Neighborhood:
	Subdivision:

### Assessor & Taxes

2023 Market Land: \$488,578	2023 Taxes: \$2,535.48
2023 Market Structure: \$	% Improved: 0.00
2023 Market Total: \$488,578	Levy Code:
2023 Assessed Total: \$150,006	Millage Rate:

### Sale History

Last Sale Date: 11/4/2021	Doc #: 202121888	Last Sale Price: \$870,000
Prior Sale Date: 1/17/2018	Prior Doc #: 201800776	Prior Sale Price: \$720,000

### Mortgage

1st Mortgage Date:	Doc #:	1st Mortgage Amt: \$
1st Mortgage Type:	1st Mortgage Lender:	2nd Mortgage Amt: \$
2nd Mortgage Type:		

## MEMORANDUM

DATE: August 7, 2024

TO: Lori Zumwalt | Monika Development LLC

FROM: Lacy Brown, PhD, PE, RSP<sub>2</sub> | DKS Associates  
Harrison Steiger | DKS Associates

SUBJECT: McMinnville Newby Street Zone Change  
Transportation Planning Rule Analysis



Project #P24789-000

This memorandum presents the findings of an evaluation of potential traffic impacts associated with a proposed comprehensive plan amendment and zone change at the 2.93-acre parcel located on NE Newby St between NE Grandhaven St and NE 27<sup>th</sup> St (Tax Lot 1100) in McMinnville, OR. The applicant desires to change the zoning from Medium-Density (R-3) to Medium / High-Density (R-4). The subject property is currently vacant.

The proposed zone change must be in accordance with Oregon Administrative Rule (OAR) 660-012-0060, the Transportation Planning Rule (TPR). The intent of the TPR is to ensure that future land use and traffic growth is consistent with transportation system planning and does not create a significant effect on the surrounding transportation system beyond currently allowed uses. The TPR states that a transportation facility is significantly affected if the zone change would change the functional classification of transportation facilities, result in levels of traffic that are inconsistent with the functional classification, or degrade the performance of transportation facilities such that it would not meet the agency’s performance standards. An additional definition of “significant effect”, according to the Oregon Highway Plan (OHP)<sup>1</sup>, is a net increase of 400 daily trips on a state highway facility. While subject property is not adjacent to a state highway, this threshold is commonly applied to city and county facilities when the local jurisdiction does not have a documented threshold for determining a significant effect. The McMinnville municipal zoning code<sup>2</sup> does not specify a trip threshold for determining a “significant effect” on transportation facilities. However, the City’s planning director advises that the City uses the following threshold for determining a “significant effect”:

- The proposed zone change increases the reasonable worst case trip generation on any road segment or intersection by more than 200 daily (ADT) trips or 20 peak hour trips.

<sup>1</sup> Action 1F.5, Oregon Highway Plan, Oregon Department of Transportation, Updated May 2015.

<sup>2</sup> Section 17.74.020, McMinnville Municipal Code, Effective November 8, 2022.

- If this threshold is exceeded, additional traffic analysis is required to demonstrate that the transportation system meets performance standards outlined in the City’s TSP.

This memorandum documents the expected trip generation of the reasonable worst-case development potential under the existing and proposed zoning, the functional classification of adjacent streets, and whether the proposed zone change will create a significant effect on the transportation system.

## EXISTING ZONING (R-3) TRIP GENERATION

Listed in Table 1 are the permitted land uses that could reasonably be developed on the 2.93-acre parcel under the R-3 zoning. Land uses that could be developed in identical size, density, and operation in both R-3 and R-4 zones are excluded from this list. The trip generation rates shown are the average rates from ITE Trip Generation Manual, 11th Edition.<sup>3</sup>

**TABLE 1: TRIP GENERATION RATES FOR PERMITTED LAND USES UNDER R-3 ZONING**

LAND USE (ITE CODE)	UNITS	WEEKDAY TRIP GENERATION RATES		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
SINGLE FAMILY DETACHED HOME (210)	Dwelling Units	9.43	0.70	0.94
SINGLE FAMILY ATTACHED HOME (215)	Dwelling Units	7.20	0.48	0.57

The reasonable worst-case development under R-3 zoning is 85 single family attached homes based on the City’s maximum density requirements of 6,000 square feet of lot area per four units.<sup>4</sup> As shown in Table 2, single family attached homes could generate up to 612 daily trips, 41 AM peak hour trips, and 49 PM peak hour trips.

**TABLE 2: REASONABLE WORST-CASE TRIP GENERATION FOR EXISTING R-3 ZONING**

LAND USE (ITE CODE)	SIZE	TRIP GENERATION		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
SINGLE FAMILY ATTACHED HOME (215)	85 dwellings	612	41	49

<sup>3</sup> Trip Generation Manual, 11th Edition, Institute of Transportation of Engineers, 2021.

<sup>4</sup> Section 17.18.060, McMinnville Zoning Ordinance.



## PROPOSED ZONING (R-4) TRIP GENERATION

Under the proposed R-4 zoning, a variety of permitted land uses could be developed on the 2.93-acre property.<sup>5</sup> A summary of the trip generation rates for different land uses permitted under the proposed R-4 zoning are presented in Table 3. Land uses that could be developed in identical size, density, and operation in both R-3 and R-4 zones are excluded from this list.

**TABLE 3: TRIP GENERATION RATES FOR PERMITTED LAND USES UNDER R-4 ZONING**

LAND USE (ITE CODE)	UNITS	TRIP GENERATION RATES		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
<b>SINGLE FAMILY DETACHED HOME (210)</b>	Dwelling Units	9.43	0.70	0.94
<b>SINGLE FAMILY ATTACHED HOME (215)</b>	Dwelling Units	7.20	0.48	0.57
<b>MID-RISE APARTMENTS (221)</b>	Dwelling Units	4.54	0.37	0.39

R-4 zoning code does not specify a maximum unit density for multi-family housing (apartments). Based on the developable area of the property, the capacity of public utilities to the site, and the provision of off-street parking, the site can reasonably accommodate a maximum of 120 multi-family dwelling units (apartments). Single family attached dwelling units (condos or apartments) are subject to the City’s maximum density requirements of 5,000 square feet of lot area per four units, resulting in a maximum of 102 units on the 2.93-acre site.<sup>6</sup> As shown in Table 4, the highest number of trips generated by either of these uses is estimated to be 735 daily trips, 49 AM peak hour trips, and 59 PM peak hour trips.

**TABLE 4: REASONABLE WORST-CASE TRIP GENERATION FOR PROPOSED R-4 ZONING**

LAND USE (ITE CODE)	SIZE	TRIP GENERATION		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
<b>SINGLE FAMILY ATTACHED HOME (215)</b>	<b>102 Dwelling Units</b>	<b>735</b>	<b>49</b>	<b>59</b>
<b>MID-RISE APARTMENTS (221)</b>	120 Dwelling Units	545	44	47

<sup>5</sup> McMinnville Zoning Ordinance 2023, Chapter 17.21

<sup>6</sup> Section 17.21.060, McMinnville Zoning Ordinance.

Comparing the reasonable worst-case vehicle trip generation from Table 2 and Table 4 shows that the proposed change from R-3 zoning to R-4 zoning could result in an estimated increase of up to 123 weekday trips, 8 AM peak hour trips, and 10 PM peak hour trips. These trips would be distributed between future access points to Buel Drive and Newby Street, consistent with the Future Local Street Connection plan in the City’s TSP<sup>7</sup>. **As such, no intersection or roadway segment is expected to see an increase of more than 62 daily trips or 5 peak hour trips as a result of the proposed zone change, which is below the City’s threshold for requiring additional traffic analysis.**

**STREET FUNCTIONAL CLASSIFICATION**

The functional classification for streets within the City of McMinnville are identified in the City’s Transportation System Plan (TSP), Exhibit 2-3.<sup>8</sup> The nearby streets of Grandhaven Street, 27<sup>th</sup> Street, and Newby Street are listed in the table below along with the identified functional classification and maximum average daily traffic (ADT) based on the street classification.

Also shown in the table is the street’s existing ADT (in vehicles per day, vpd) and the future ADT with the additional traffic generated by the proposed zone change. If the future ADT with the zone change is lower than the maximum ADT for the street classification, then it can be concluded that the zone change will not change the functional classification of any transportation facilities.

**TABLE 5: ESTIMATED DAILY TRAFFIC VOLUMES ON NEARBY STREETS**

STREET	FUNC. CLASS.	MAXIMUM ADT PER TSP	EXISTING ADT <sup>A</sup>	ADDITIONAL ADT FROM R-3 ZONING <sup>B</sup>	ADDITIONAL ADT FROM ZONE CHANGE <sup>B</sup>	FUTURE ADT WITH ZONE CHANGE
GRANDHAVEN STREET	Major Collector	<b>16,000 vpd</b>	975 vpd	+305 vpd	+65 vpd	<b>1,345 vpd</b>
27 <sup>TH</sup> STREET	Minor Collector	<b>10,000 vpd</b>	5,125 vpd	+305 vpd	+65 vpd	<b>5,495 vpd</b>
NEWBY STREET	Local Street	<b>1,200 vpd</b>	525 vpd	+305 vpd	+65 vpd	<b>895 vpd</b>

<sup>A</sup> Existing ADT for Grandhaven Street and Newby Street was collected in July 2024. ADT for 27<sup>th</sup> Street was collected by the Oregon Department of Transportation in 2022.

<sup>B</sup> The estimated additional ADT generated by the proposed zone change is based on engineering judgement and surrounding land uses, with the assumption that future access to the site would be via Buel Drive and Newby Street. Approximately 50% of trips were assumed to travel along Grandhaven Street while the other 50% of trips were assumed to travel along Newby Street and 27<sup>th</sup> Street.

<sup>7</sup> McMinnville Transportation System Plan, Exhibit 2-1.

<sup>8</sup> Transportation System Plan, City of McMinnville, Adopted May 2010.

As shown in Table 5, all nearby streets (Grandhaven Street, 27<sup>th</sup> Street, and Newby Street) will operate with an estimated ADT under the maximum ADT for the current street classification. Based on the future ADTs, it can be concluded that **the reasonable worst-case development associated with the proposed zone change will not change the functional classification of transportation facilities nor is the level of traffic inconsistent with the current functional classification.**

## TRANSPORTATION PLANNING RULE FINDINGS AND SUMMARY

The applicant is requesting a zone change for a 2.93-acre parcel located on NE Newby St between NE Grandhaven St and NE 27<sup>th</sup> St (Tax Lot 1100) in McMinnville, OR. The owner desires to rezone the property from Medium-Density Residential (R-3) to Medium/High-Density Residential (R-4). The proposed zone change would result in a net increase of 123 weekday trips and net increase of 8 AM peak hour trips and 10 PM peak hour trips based on reasonable worst-case development scenarios.

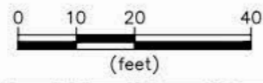
The requirements of Oregon Administrative Rule (OAR) 660-012-0060, the Transportation Planning Rule (TPR), must be met for proposed changes in land use zoning. The intent of the TPR (OAR 660-12-0060) is to ensure that future land use and traffic growth is consistent with transportation system planning and does not create a significant effect on the surrounding transportation system beyond currently allowed uses.

Based on the reasonable worst-case trip generation evaluation, the proposed zone change would result in a net increase of less than 400 daily trips (ODOT threshold) and fewer than 200 daily trips or 20 peak hours trips on any roadway segment or intersection (City threshold). As such, no additional traffic analysis is required.

Additionally, the average daily trips generated by the proposed zone change will not cause the nearby streets to change functional classification or cause the streets to be inconsistent with the functional classification.

**It can be concluded that the proposed zone change will not have a significant effect on the surrounding transportation system. Therefore, this request complies with TPR and City of McMinnville requirements.**

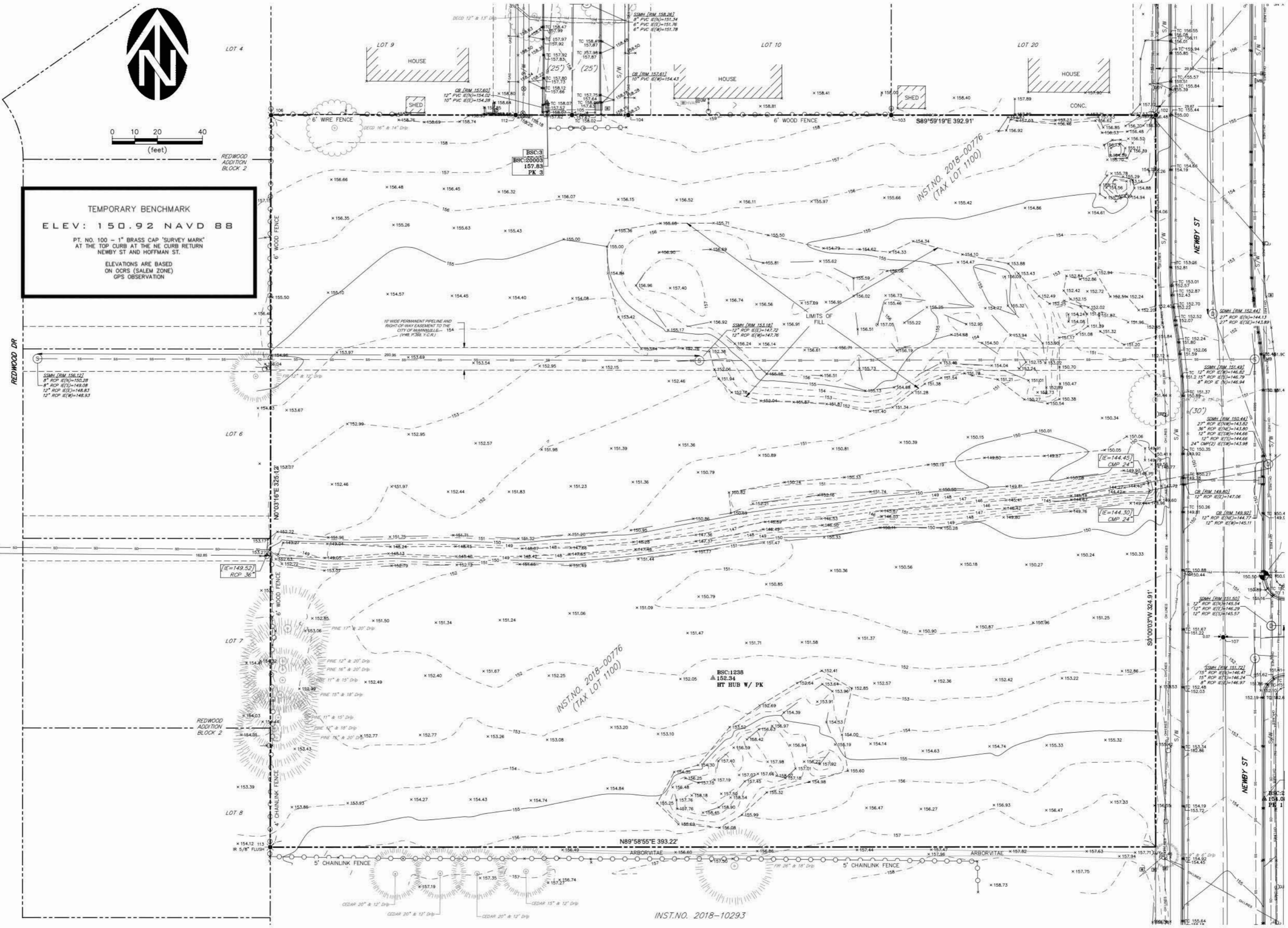
Please let me know if you have any questions or comments.



TEMPORARY BENCHMARK  
ELEV: 150.92 NAVD 88

PT. NO. 100 - 1" BRASS CAP "SURVEY MARK"  
AT THE TOP CURB AT THE NE CURB RETURN  
NEWBY ST AND HOFFMAN ST.

ELEVATIONS ARE BASED  
ON OCRS (SALEM ZONE)  
GPS OBSERVATION



5/18/2022 4:48:20 PM  
R:\wg\Premier Development\Monika Subdivision\GIS\Plots\C1.0 - Survey.dwg (C1.0.tbx)

VERIFY SCALE BAR IS ONE INCH ON ORIGINAL DRAWING IF NOT ONE INCH ON SCALE, ACCORDINGLY	DSN: JW DRN: AK CKD: JW	NO. 1 DATE: 01/2022	DESCRIPTION REVISIONS	BY
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**WESTECH ENGINEERING, INC.**  
CONSULTING ENGINEERS AND PLANNERS  
3841 Fairview Industrial Dr. S.E., Suite 100, Salem, OR 97302  
Phone: (503) 585-2474 Fax: (503) 585-3986  
E-mail: westech@westech-eng.com

**MONIKA DEVELOPMENT, LLC**  
MONIKA SUBDIVISION  
SURVEY

DRAWING  
C1.0  
JOB NUMBER  
3344.0000.0

## Minutes for the Monika Neighborhood Meeting / Zone Change

The meeting was on June 12, 2024 and started at 6:00 pm at the McMinnville Community Center Room 201.

There were 14 neighbors in attendance.

Lori Zumwalt introduced herself and husband Jeff as owners of the property through Monika Development, LLC.

Lori explained that we were having the meeting because it is required by the City when an application for a land use change is going to be submitted to the City. The purpose is to have a conversation with the neighbors about the zone change. It was explained that the land use application will only be for the zone change and not for the development of the site. She explained the differences between R-3 and R-4 zone, and the need to make the change to provide an opportunity to increase the density and allow for a development that would be economically feasible.

The following topics in general were brought up by neighbors and answered:

1. They do not agree to have apartments in their neighborhood.
2. They do not want Buel Street to go through but would be ok with a cul-de-sac.
3. Developer is profiting at residents expense.
4. Property values will go down if apartments are built.
5. They questioned what happened to the single family cul-de-sac plan
6. One neighbor stated apartments wouldn't be the worse thing, as there are apartments on 27th Street and group homes in the area without bad results.
7. There were questions about the storm drainage, wetlands, street going through the property and the single family plan approved in 2019.
8. One neighbor had a typed list of questions, see attached.

The meeting was adjourned about 6:35 pm.

Attachments: Sign in sheet  
Neighbor questions

June 12, 2024 Neighborhood Meeting Sign In.

Print Name	Address	Email
JOHN DESMOND	2771 NE LEATHRAS LN	hortdesi@gmail.com
AURORA Clabaugh	1583 NE Hoffmans DR	Clabaughaurora@gmail.com
Gary Clabaugh	1583 NE Hoffman DR	geclabaugh@gmail.com
Tom Kirk	1480 NE HOFFMAN	
Vickie Kirk	1480 NE Hoffman Dr.	vkirk49@gmail.com
Rebecca Butterfield	1605 NE Hoffman Dr.	beecabutlers@gmail.com
Sheryl Guess	2926 NE REDWOOD DR	<del>sheryl</del> sherylguess@icloud.com
Rena Greelan	2930 NE Redwood Dr	rena.greelan@comcast.net
Chelene Blair	1420 NE Hoffman Dr	chelene.glanzier1@gmail.com
DeMarco	Brian (and Kara) DeMarco 3005 NE Buel Dr.	bdeMarco908@gmail.com
JEROME LEHNER	1445 NE HOFFMAN DR	lehnerdad@hotmail.com
GAIL LEHNER	" " " "	" " " "
Cameron	Travis Cameron 1446 Hoffman dr.	traviscameron1@gmail.com
TIM LANE	2842 NE NEWBYST	TIMLANE 731@GMAIL

EXHIBIT D Page 2 of 4

From: Tim Lane

1. If this were to go through what's stopping the next person from wanting to change the zoning to larger multi apartment and smaller home lots?
2. How is this beneficial to anyone who already purchased or owns a home in this neighborhood? name one thing beneficial to existing neighbors if this were to happen?
3. Will you guarantee the existing neighbors there won't be trash along our roads because of these apartments?
4. Will you guarantee the existing neighbors there won't be junk cars parked on the road?
5. Do you know why I purchased my home? Specifically because this is a residential neighborhood, maximum duplex zoning, that's what I paid for and what I want

6. What's your plan for existing home owners to prevent home values from going down because of the apartments next door?
7. Shrinking the lot sizes to get more people into our neighborhood is simply a bad idea.
8. Why did I receive the 1st notice regarding meeting agenda on May 22nd? The day of that meeting?
9. What about security? It seems like people with low income can create a bad environment, is there a plan in place for this?
10. There is an existing creek in the middle of the area you want to develop, how is our rain water going to get into that creek without flooding out existing homes?



<b>Applications Public Hearing-Planning Commission</b>	Appeal of Director's Decision	17.72.170
	Application (Director's Decision) for which a Public Hearing is Requested	17.72.120
	Area Plan	17.10
	Comprehensive Plan Map or Text Amendment*	17.74.020
	Conditional Use Permit	17.74.030-060
	Legislative Amendments	17.72.120
	Master Plan	17.10
	Planned Development Amendment*	17.74.070
	Subdivision (more than 10 lots)	17.53.070
	Variance	17.74.100-130
	Zone Change*	17.74.020
<b>Public Hearing-City Council</b>	Appeal of Planning Commission's Decision	17.72.180
	Hearings Initiated by City Council	17.72.130
<b>MUAMC***</b>	Urban Growth Boundary (UGB) Amendment	Ord. Nos. 4130,4146
<b>Public Hearing – Historic Landmarks Committee</b>	Demolition of National Register of Historic Places Structure	17.65.050 (D)

\* Following Public Hearing, Planning Commission makes recommendation to City Council  
 \*\*\* McMinnville Urban Area Management Commission

17.72.095 Neighborhood Meetings.

- A. A neighborhood meeting shall be required for:
  - 1. All applications that require a public hearing as described in Section 17.72.120, except that neighborhood meetings are not required for the following applications:
    - a. Comprehensive plan text amendment; or
    - b. Zoning ordinance text amendment; or
    - c. Appeal of a Planning Director's decision; or
    - d. Application with Director's decision for which a public hearing is requested.
  - 2. Tentative Subdivisions (up to 10 lots)
  - 3. Short-Term Rental
- B. Schedule of Meeting.
  - 1. The applicant is required to hold one neighborhood meeting prior to submitting a land use application for a specific site. Additional meetings may be held at the applicant's discretion.
  - 2. Land use applications shall be submitted to the City within 180 calendar days of the neighborhood meeting. If an application is not submitted in this time frame, the applicant shall be required to hold a new neighborhood meeting.
- C. Meeting Location and Time.

1. Neighborhood meetings shall be held at a location within the city limits of the City of McMinnville.
  2. The meeting shall be held at a location that is open to the public and must be ADA accessible.
  3. An 8 ½ x 11" sign shall be posted at the entry of the building before the meeting. The sign will announce the meeting, state that the meeting is open to the public and that interested persons are invited to attend.
  4. The starting time for the meeting shall be limited to weekday evenings between the hours of 6 pm and 8 pm or Saturdays between the hours of 10 am and 4 pm. Neighborhood meetings shall not be held on national holidays. If no one arrives within 30 minutes after the scheduled starting time for the neighborhood meeting, the applicant may leave.
- D. Mailed Notice.
1. The applicant shall mail written notice of the neighborhood meeting to surrounding property owners. The notices shall be mailed to property owners within certain distances of the exterior boundary of the subject property. The notification distances shall be the same as the distances used for the property owner notices stated in the specific land use application, as described in Section 17.72.110 and Section 17.72.120.
  2. Notice shall be mailed not fewer than 20 calendar days nor more than 30 calendar days prior to the date of the neighborhood meeting.
  3. An official list for the mailed notice may be obtained from the City of McMinnville for an applicable fee and within 5 business days. A mailing list may also be obtained from other sources such as a title company, provided that the list shall be based on the most recent tax assessment rolls of the Yamhill County Department of Assessment and Taxation. A mailing list is valid for use up to 45 calendar days from the date the mailing list was generated.
  4. The mailed notice shall:
    - a. State the date, time and location of the neighborhood meeting and invite people for a conversation on the proposal.
    - b. Briefly describe the nature of the proposal (i.e., approximate number of lots or units, housing types, approximate building dimensions and heights, and proposed land use request).
    - c. Include a copy of the tax map or a GIS map that clearly identifies the location of the proposed development.
    - d. Include a conceptual site plan.
  5. The City of McMinnville Planning Department shall be included as a recipient of the mailed notice of the neighborhood meeting.
  6. Failure of a property owner to receive mailed notice shall not invalidate the neighborhood meeting proceedings.
- E. Posted Notice.
1. The applicant shall also provide notice of the meeting by posting one 18 x 24" waterproof sign on each frontage of the subject property not fewer than 20 calendar days nor more than 30 calendar days prior to the date of the neighborhood meeting.

*mailed  
May 20th  
2024  
&  
May 23rd  
2024*

*Received 5/9/24  
First Am.*

2. The sign(s) shall be posted within 20 feet of the adjacent right-of-way and must be easily viewable and readable from the right-of-way.
  3. It is the applicant's responsibility to post the sign, to ensure that the sign remains posted until the meeting, and to remove it following the meeting.
  4. If the posted sign is inadvertently removed (i.e., by weather, vandals, etc.), that shall not invalidate the neighborhood meeting proceedings.
- F. Meeting Agenda.
1. The overall format of the neighborhood meeting shall be at the discretion of the applicant.
  2. At a minimum, the applicant shall include the following components in the neighborhood meeting agenda:
    - a. An opportunity for attendees to view the conceptual site plan;
    - b. A description of the major elements of the proposal. Depending on the type and scale of the particular application, the applicant should be prepared to discuss proposed land uses and densities, proposed building size and height, proposed access and parking, and proposed landscaping, buffering, and/or protection of natural resources;
    - c. An opportunity for attendees to speak at the meeting and ask questions of the applicant. The applicant shall allow attendees to identify any issues that they believe should be addressed.
- G. Evidence of Compliance. In order for a land use application that requires a neighborhood meeting to be deemed complete, the following evidence shall be submitted with the land use application:
1. A copy of the meeting notice mailed to surrounding property owners;
  2. A copy of the mailing list used to send the meeting notices;
  3. One photograph for each waterproof sign posted on the subject site, taken from the adjacent right-of-way;
  4. One 8 ½ x 11" copy of the materials presented by the applicant at the neighborhood meeting; and
  5. Notes of the meeting, which shall include:
    - a. Meeting date;
    - b. Meeting time and location;
    - c. The names and addresses of those attending;
    - d. A summary of oral and written comments received; and
    - e. A summary of any revisions made to the proposal based on comments received at the meeting. (Ord. 5047, §2, 2018, Ord. 5045 §2, 2017).

17.72.100 Applications and Permits – Director's Review without Notification.

The following applications are subject to the Planning Director's review for which a decision shall be made within 20 (twenty) working days from the date that a complete application is received. Applications shall be submitted as required in Section 17.72.020.

- Downtown Design Review (minor alterations)
- Home Occupation Permit
- Large Format Commercial Development (not involving a variation to standards)
- Mobile Home Park Permit
- Model Home Permit

- Property Line Adjustment
  - Recreational Vehicle Permit
  - Temporary Living Unit Permit
- A. Notice to neighboring property owners for the above land use applications and permits is not provided. Prior to a decision, the Director may forward the application to other City departments for review and comment. The Planning Department shall provide written notice of the decision to all parties who participated and, in the case of a Temporary Living Unit permit, to the abutting property owners. (Ord. 5034 §2, 2017).

17.72.110 Applications – Director’s Review with Notification. The following applications shall be submitted as stated above in Section 17.72.020 and shall be reviewed by the Planning Director or designee.

- Administrative Variance
  - Classification of an Unlisted Use
  - Downtown Design Review (major alterations or waivers, reviewed by Historic Landmarks Committee)
  - Large Format Commercial Development (variation to standard)
  - Resident Occupied Short-Term Rental
  - Short-Term Rental
  - Tentative Partition
  - Tentative Subdivision (up to 10 lots)
  - Three Mile Lane Design Review
  - Transitional Parking Permit
- A. Notice of the request shall be provided to owners of property within 100 feet of the site for which the application is made. For applications involving classification of an unlisted use, the only notification provided shall be that published in a newspaper of general circulation a minimum of 14 (fourteen) days prior to a decision being rendered. Notices for applications listed in Section 17.72.110 shall:
1. Provide a 14 (fourteen) day period for submission of written comments prior to the decision;
  2. State that issues which may provide the basis for an appeal to the Land Use Board of appeals (LUBA) shall be raised in writing prior to the expiration of the comment period. Issues shall be raised with sufficient specificity to enable the decision maker to respond to the issue;
  3. List, by commonly used citation, the applicable criteria for the decision;
  4. Set forth the street address or other easily understood geographical reference to the subject property;
  5. State the place, date, and time that comments are due;
  6. State that copies of all evidence relied upon by the applicant are available for review, and that copies can be obtained at cost;
  7. Include the name and phone number of a local government contact person;
  8. Provide notice of the decision to the applicant and any person who submits comments under subparagraph (A) of this paragraph. The notice of decision must include an explanation of appeal rights; and

9. Briefly summarize the local decision-making process for the land use decision being made.
- B. During the 14 (fourteen) day comment period, a person who has received notice may request a public hearing following the procedure as outlined in Section 17.72.120.
- C. The Director or designee shall make a decision for the above applications within 30 (thirty) days following the close of the 14 (fourteen) day comment period. The Director's decision may be appealed as outlined in Section 17.72.170. (Ord. 5047 §2, 2018, Ord. 5034 §2, 2017; Ord. 4984 §1, 2014).

17.72.120 Applications – Public Hearings. The Planning Commission shall hold at least one public hearing on the following land use applications.

- Annexation
- Appeal of a Planning Director's Decision
- Application with Planning Director's Decision for which a public hearing is requested.
- Comprehensive Plan Map Amendment
- Comprehensive Plan Text Amendment
- Conditional Use Permit
- Demolition of National Register of Historic Places Structure (Public hearing held by the Historic Landmarks Committee)
- Planned Development
- Planned Development Amendment
- Tentative Subdivision (more than 10 lots)
- Urban Growth Boundary Amendment
- Variance
- Zone Change
- Zoning Ordinance Text Amendment
- Any application listed in Section 17.72.110 for which a public hearing is requested.

The above applications are subject to the following submittal, notice, and hearing requirements:

- A. Applications must be filed not less than 35 (thirty-five) days prior to the date of the public hearing. Applications other than those involving text amendments or other legislative matters shall be reviewed for completeness as outlined above in Section 17.72.040.
- B. The Director shall send a copy of the proposal to any agency or City department identified by the Director as having interest in the proposal including those agencies and departments responsible for determining compliance with state and federal requirements. The notified agency may provide written comment regarding the proposal.
- C. An application to amend the comprehensive plan map, zoning ordinance text, comprehensive plan text or other application requiring notice to the Department of Land Conservation and Development (DLCD) Commission as a "post acknowledgment plan amendment" shall be submitted to the Planning Department a minimum of 55 (fifty-five) days prior to the date of the public

hearing so that notice of the application can be provided to the DLCD Commission.

- D. Notice of the public hearing shall be published in a newspaper of general circulation in the City, not less than five (5) days nor more than 15 (fifteen) days prior to the date of the public hearing.
- E. Written notice of a variance request shall be mailed to the applicant and all property owners within 100 feet of the exterior boundary of the subject property, and within 200 feet of the exterior boundary of the subject property for an application for a conditional use permit not fewer than 20 (twenty) nor more than 30 (thirty) days prior to the date of the public hearing.
- F. Written notice of a request for applications other than those involving text amendments or other legislative matters shall be mailed to the applicant and all property owners within 300 feet of the exterior boundary of the subject property, not fewer than 20 (twenty) nor more than 30 (thirty) days prior to the date of the public hearing.

Written notice of an application to change a zone for all or part of a mobile home park shall be provided for the tenants of a mobile home park at least 20 (twenty) days but not more than 40 (forty) days before the date of the first public hearing on the application. (Ord. 5034 §2, 2017; Ord. 4984 §1, 2014).

17.72.130 Public Hearing Process. Public hearings shall be conducted as per requirements of McMinnville Ordinance No. 3682, as amended;

- A. A staff report shall be submitted to the review body, and shall be made available to the public at least seven (7) days before the date of the public hearing. Any public hearing may be continued to a specific date, time, and location by oral announcement of that specific date, time, and location prior to the hearing being recessed. This announcement is sufficient notice to all applicants, adverse parties, and interested persons, and no further notice is required.
- B. 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).

1st Notice Mailed  
5/20/24

NOTICE OF NEIGHBORHOOD MEETING

DATE: June 12, 2024

TIME: 6:00 PM

LOCATION: McMinnville Community Center, Room 201

PROPOSAL AND PROJECT DESCRIPTION

This proposal is a land use application for a zone change for the 2.93 acre property located between NE Newby Street and Buel Street in McMinnville, Oregon in Yamhill County (Tax Lot 1100, Section 9 DC, T. 4 S., R. 4 W., W. M.)

The proposal is to change the zone from an R-3 residential zone to an R-4 residential zone.

The R-3 zone allows for single family lots, duplex and triplex lots with a minimum square footage of 6000 square feet, as well as, middle housing. The R-4 zone will allow for single family lots with a minimum of 5000 square feet, as well as, middle housing and apartments. This change in zoning would allow for increased density, some added flexibility in design layout, and sensitivity to the open storm drainage. There is no specific development plan at time.

TENTATIVE MEETING AGENDA ON MAY 22, 2024

6:00 pm - 6:05 pm. Introductions

6:05 pm - 6:15 pm. Proposal for zone change

6:15 pm - 7:00 pm. Opportunity for attendees to speak and ask questions

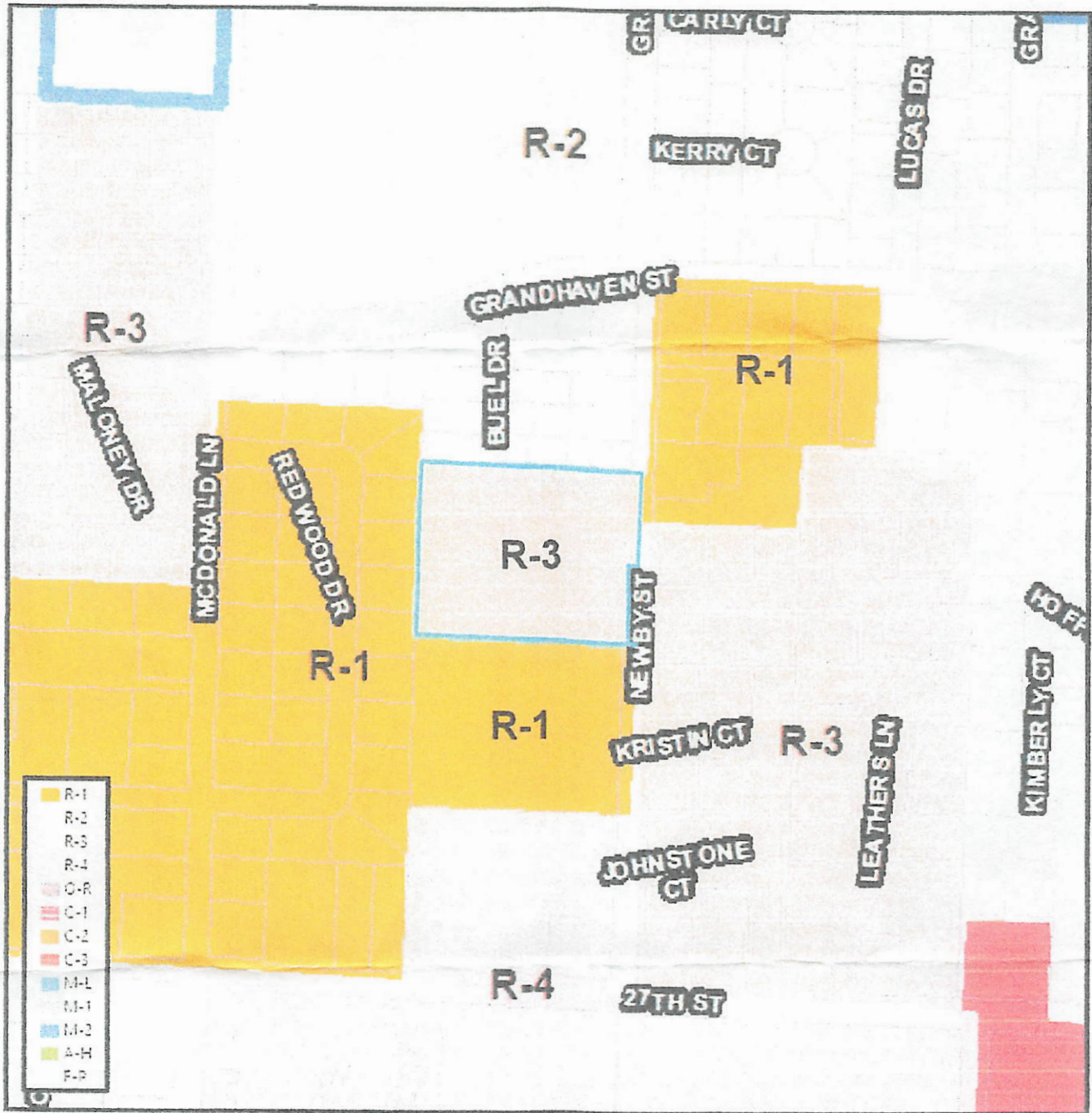
If you have any questions about the meeting, please contact Lori Zumwalt.

CONTACT NAME: Lori Zumwalt

CONTACT EMAIL: [loriz.premier@gmail.com](mailto:loriz.premier@gmail.com)

CONTACT NUMBER: 503-437-0477

Current Zoning





onika Development, LLC  
470 SW WestWindDr  
McMinnville, OR 97128

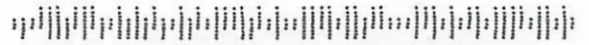
PORTLAND OR RPDC 972

20 MAY 2024 PM 6 L



LORI Zumwalt  
2470 SW West Wind Dr  
McMinnville, OR 97128

97128-700670



NOTICE OF NEIGHBORHOOD MEETING

DATE: June 12, 2024

TIME: 6:00 PM

LOCATION: McMinnville Community Center, Room 201

PROPOSAL AND PROJECT DESCRIPTION

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6:00 pm - 6:05 pm. Introductions

6:05 pm - 6:15 pm. Proposal for zone change

6:15 pm - 7:00 pm. Opportunity for attendees to speak and ask questions

If you have any questions about the meeting, please contact Lori Zumwalt.

CONTACT NAME: Lori Zumwalt

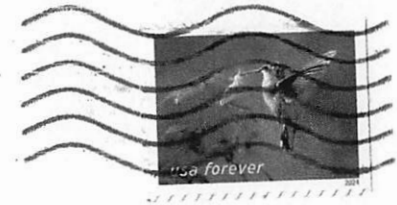
CONTACT EMAIL: [loriz.premier@gmail.com](mailto:loriz.premier@gmail.com)

CONTACT NUMBER: 503-437-0477

Monika Development, LLC  
2470 SW West Wind Dr  
McMinnville, OR. 97128

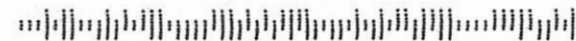
PORTLAND OR RPDC 972

23 MAY 2024 PM 4 L



Monika Development, LLC  
2470 SW West Wind Dr  
McMinnville, OR. 97128

97128-700670





*First American Title™*

Date of Production: 05/09/2024

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## EXHIBIT E Page 13 of 35

R4409DC 00404  
Brett & Kari Sweeden  
1424 NE Grandhaven St  
McMinnville, OR 97128

R4409DC 00501  
Raul Ponce & Cecilia Vazquez  
3010 NE Newby St  
McMinnville, OR 97128

R4409DC 00700  
Mark Mathews  
3370 NW Westside Rd  
McMinnville, OR 97128

R4409DC 00801  
Cheryl Groves  
1421 NE Hoffman Dr  
McMinnville, OR 97128

R4409DC 00803  
Gregory & Michelle Harris  
1483 NE Hoffman Dr  
McMinnville, OR 97128

R4409DC 01900  
Tyrone & Brenda Marshall  
Po Box 1700  
McMinnville, OR 97128

R4409DC 02100  
Gerald & Rena Geelan  
2930 NE Redwood Dr  
McMinnville, OR 97128

R4409DC 02300  
Daniel & Stephanie Silver  
Po Box 324  
Manzanita, OR 97130

R4409DC 03300  
Gordon & Sandra Mccann  
1126 NE 30th St  
McMinnville, OR 97128

R4409DC 03500  
James & Janet Stark  
2915 NE Redwood Dr  
McMinnville, OR 97128

R4409DC 04100  
Kelly Stillwell  
2930 NE Mcdonald Ln  
McMinnville, OR 97128

R4409DC 05100  
Jennifer Kauffman  
18841 Hein St  
Oregon City, OR 97045

R4409DC 05300  
Scott & Lisa Klingsporn  
1190 NE Grandhaven St  
McMinnville, OR 97128

R4409DC 05500  
Luke Morley & Lori Jacobsen-Johnston  
1258 NE Grandhaven St  
McMinnville, OR 97128

R4409DC 05700  
Joel & Sarri Gibson  
354 SW Mt Mazama St  
McMinnville, OR 97128

R4409DC 05900  
Vanessa Hadick & Jason Petredis  
3017 NE Buel Dr  
McMinnville, OR 97128

R4409DC 06100  
Scott & Michelle Doyle  
3036 NE Buel Dr  
McMinnville, OR 97128

R4409DC 06300  
Darlene Dorman  
3078 NE Buel Dr  
McMinnville, OR 97128

R4409DC 06500  
Wif Inc  
944 NE 18th St  
McMinnville, OR 97128

R4409DC 06700  
Josie Thomas & Gabriel Nourot  
3027 NE Newby St  
McMinnville, OR 97128

R4409DC 00400  
Christopher & Jennifer Compton  
3030 NE Newby St  
McMinnville, OR 97128

R4409DC 00500  
Jared Heesacker  
3020 NE Newby St  
McMinnville, OR 97128

R4409DC 00504  
Sara & James Hayes  
3024 NE Newby St  
McMinnville, OR 97128

R4409DC 00701  
Jayson & Rosemarie Gettman  
2950 NE Newby St  
McMinnville, OR 97128

R4409DC 00802  
Jerome & Gail Lehner  
1445 NE Hoffman Dr  
McMinnville, OR 97128

R4409DC 01800  
Martina & Jose Guerrero  
12000 S Wrong Mountain Rd  
Benson, AZ 85602

R4409DC 02000  
Matthew & Jennifer Jones  
1135 NE 30th St  
McMinnville, OR 97128

R4409DC 02200  
Gerald & Rena Geelan  
2930 NE Redwood Dr  
McMinnville, OR 97128

R4409DC 02400  
Kelly Bird & Jolene Nettrouer  
2920 NE Redwood Dr  
McMinnville, OR 97128

R4409DC 03400  
Carley Cummings  
2925 NE Redwood Dr  
McMinnville, OR 97128

R4409DC 04000  
Eugene & Joan Tribbett  
1110 NE 30th St  
McMinnville, OR 97128

R4409DC 05400  
John & Amanda Lawson  
1224 NE Grandhaven St  
McMinnville, OR 97128

R4409DC 06000  
Kara Demarco  
3008 NE Buel Dr  
McMinnville, OR 97128

R4409DC 06600  
Karl & Lin Chan  
4062 NE Fairview Lake Way  
Fairview, OR 97024

R4416AB 02600  
Jacob & Chelene Blair  
1420 NE Hoffman Dr  
McMinnville, OR 97128

R4416AB 03200  
Erik Connell  
1420 NE Kristin Ct  
McMinnville, OR 97128

R4416AB 04800  
Bruce & Arlene Lindskog  
2804 NE Redwood Dr  
McMinnville, OR 97128

R4416AB 06100  
Donna Johnston  
2830 NE McDonald Ln  
McMinnville, OR 97128

R4416AB 02500  
John Cameron & Oressa Shea  
1446 NE Hoffman Dr  
McMinnville, OR 97128

R4416AB 03100  
Pauline Eder  
1442 NE Kristin Ct  
McMinnville, OR 97128

R4409DC 04200  
Dennis & Carolyn Marks  
2920 NE McDonald Ln  
McMinnville, OR 97128

R4409DC 05600  
Alan Ruden Inc  
Po Box 570  
McMinnville, OR 97128

R4409DC 06200  
Rodney Hays & Wendy Barrow  
3064 NE Buel Dr  
McMinnville, OR 97128

R4409DC 06900  
Roberto Gonzalez & Sandra Robledo  
2997 NE Newby St  
McMinnville, OR 97128

R4416AB 02800  
Alison Seiler  
1433 NE Kristin Ct  
McMinnville, OR 97128

R4416AB 04400  
Stefanie & Zachary Goodell  
2910 NE Redwood Dr  
McMinnville, OR 97128

R4416AB 05700  
Anthony & Nancy Amodeo  
2821 NE Redwood Dr  
McMinnville, OR 97128

R4409DC 06800  
Gene & Tammy Johnson  
3011 NE Newby St  
McMinnville, OR 97128

R4416AB 02700  
Timothy Lane  
2842 NE Newby St  
McMinnville, OR 97128

R4416AB 04100  
Newberg Christian Church  
Northwest Christian Church  
2315 N Villa Rd  
Newberg, OR 97132

R4409DC 05200  
Jorge Rivas & Flores Vilorio  
1152 NE Grandhaven St  
McMinnville, OR 97128

R4409DC 05800  
Clearkey Buel LLC  
2597 NW Alice Kelley St  
McMinnville, OR 97128

R4409DC 06400  
Roger & Darlene Aaron  
1318 NE Grandhaven St  
McMinnville, OR 97128

R4416AB 02400  
Thomas Kirk  
Po Box 887  
McMinnville, OR 97128

R4416AB 03000  
Lorene Sheldon  
4684 Cordoba Way  
Oceanside, CA 92056

R4416AB 04600  
Donald Schoeppner & Susan Fay  
2816 NE Redwood Dr  
McMinnville, OR 97128

R4416AB 05900  
John Reinhardt  
1130 NE 28th St  
McMinnville, OR 97128

R4409DC 07000  
Patricia Mcleod  
2971 NE Newby St  
McMinnville, OR 97128

R4416AB 02900  
John Kent  
2835 NE Leathers Ln  
McMinnville, OR 97128

R4416AB 04500  
Silvia Borders  
2830 NE Redwood Dr  
McMinnville, OR 97128

EXHIBIT E Page 15 of 35

R4416AB 04700  
Gary & Theresa Vanaken  
2812 NE Redwood Dr  
McMinnville, OR 97128

R4416AB 05600  
Marcie King-Jarred  
2905 NE Redwood Dr  
McMinnville, OR 97128

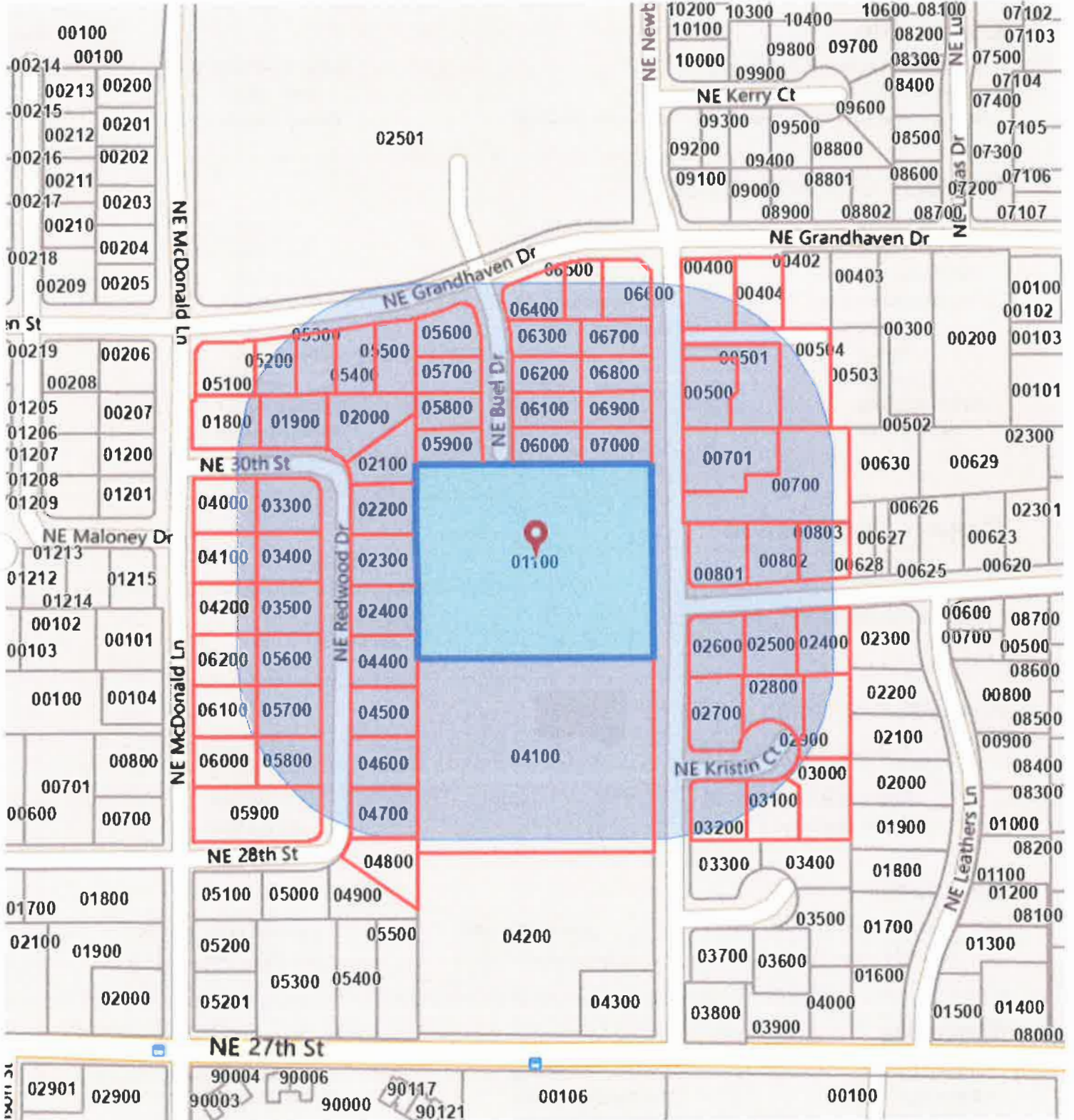
R4416AB 05800  
Arthur Vanuchelen  
2817 NE Redwood Dr  
McMinnville, OR 97128

R4416AB 06000  
Brenda Keevy  
2820 NE Mcdonald Ln  
McMinnville, OR 97128

R4416AB 06200  
Linda & Roald Berg  
2910 NE Mcdonald Ln  
McMinnville, OR 97128



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First American Title™

Customer Service Department

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Report Created: 5/9/2024

Ownership

Legal Owner(s): Monika Development Llc
Site Address: No Site Address , OR
Mailing Address: 2470 SW West Wind Dr McMinnville, OR 97128

Parcel #: R4409DC 01100
APN: 125607
County: Yamhill

Property Characteristics

Bedrooms: 0
Total Bathrooms: 0.00
Full Bathrooms: 0
Half Bathrooms: 0.00
Units: 0
Stories:
Fire Place: N
Air Conditioning:
Heating Type:
Year Built: 0
Building SqFt: 0
First Floor SqFt: 0
Basement SqFt: 0
Basement Type:
Lot SqFt: 127,631
Lot Acres: 2.93
Roof Type:
Roof Shape:
Porch Type:
Building Style:
Garage:
Garage SqFt: 0
Parking Spots: 0
Pool:

Property Information

Land Use: VACANT
Improvement Type: Recreational-Vacant Land
Legal Description: SEE METES & BOUNDS
Zoning: R-3
School District: McMinnville School District 40
Neighborhood:
Subdivision:

Assessor & Taxes

2023 Market Land: \$488,578
2023 Market Structure: \$
2023 Market Total: \$488,578
2023 Assessed Total: \$150,006
2023 Taxes: \$2,535.48
% Improved: 0.00
Levy Code:
Millage Rate:

Sale History

Last Sale Date: 11/4/2021
Prior Sale Date: 1/17/2018
Doc #: 202121888
Prior Doc #: 201800776
Last Sale Price: \$870,000
Prior Sale Price: \$720,000

Mortgage

1st Mortgage Date:
1st Mortgage Type:
2nd Mortgage Type:
Doc #:
1st Mortgage Lender:
1st Mortgage Amt: \$
2nd Mortgage Amt: \$

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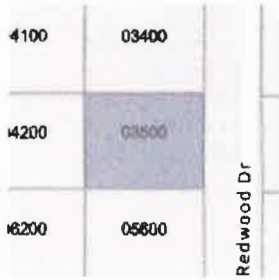


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Report Created: 5/9/2024



**Legal Owner:** James & Janet Stark  
**Site Address:** 2915 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2915 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1472 **Lot Acres:** .21  
**Year Built:** 1976  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 03500 LOT 3 BLOCK 1 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 125910  
**Ref Parcel #:** R4409DC 03500  
**Taxes:** \$3797.47  
**Market Value:** \$417,528  
**Assessed Value:** \$224,669  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Alan Ruden Inc  
**Site Address:** 1288 NE Grandhaven St McMinnville, OR 97128  
**Mailing Address:** Po Box 570 McMinnville, OR 97128  
**Bedrooms:** 6.00  
**Bathrooms:** 5.00  
**Building SqFt:** 3034 **Lot Acres:** .19  
**Year Built:** 2002  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 6 IN GRANDHAVEN SUB

**APN:** 513175  
**Ref Parcel #:** R4409DC 05600  
**Taxes:** \$5843.58  
**Market Value:** \$694,077  
**Assessed Value:** \$345,723  
**Sales Price:** \$  
**Transfer Date:**



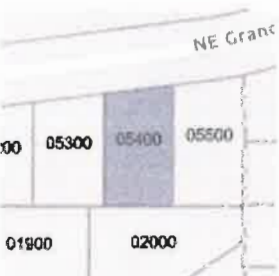
**Legal Owner:** Lindskog Bruce Trustee & Lindskog Arlene Trustee  
**Site Address:** 2804 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2804 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1163 **Lot Acres:** .21  
**Year Built:** 1983  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 16 QTR A QQTR B TAXLOT 04800 LOT 12 BLOCK 2 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 125849  
**Ref Parcel #:** R4416AB 04800  
**Taxes:** \$3722.44  
**Market Value:** \$425,321  
**Assessed Value:** \$220,230  
**Sales Price:** \$210,000  
**Transfer Date:** 01/26/2016



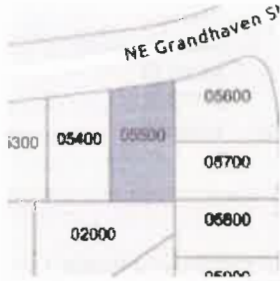
**Legal Owner:** Josie Thomas & Gabriel Nourot  
**Site Address:** 3027 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 3027 NE Newby St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.50  
**Building SqFt:** 1521 **Lot Acres:** .16  
**Year Built:** 2002  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 17 IN GRANDHAVEN SUB

**APN:** 513208  
**Ref Parcel #:** R4409DC 06700  
**Taxes:** \$3627.63  
**Market Value:** \$463,970  
**Assessed Value:** \$214,621  
**Sales Price:** \$487,000  
**Transfer Date:** 01/30/2024



**Legal Owner:** John & Amanda Lawson  
**Site Address:** 1224 NE Grandhaven St McMinnville, OR 97128  
**Mailing Address:** 1224 NE Grandhaven St McMinnville, OR 97128  
**Bedrooms:** 5.00  
**Bathrooms:** 2.50  
**Building SqFt:** 2436 **Lot Acres:** .17  
**Year Built:** 2000  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 05400 LOT 4 SUBDIVISIONNAME GRANDHAVEN SUB

**APN:** 513169  
**Ref Parcel #:** R4409DC 05400  
**Taxes:** \$4307.03  
**Market Value:** \$566,772  
**Assessed Value:** \$254,816  
**Sales Price:** \$242,500  
**Transfer Date:** 02/07/2014



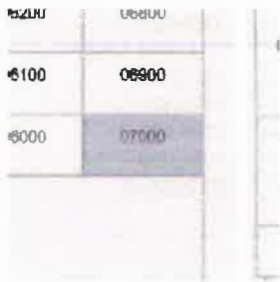
**Legal Owner:** Luke Morley & Lori Jacobsen-Johnston  
**Site Address:** 1258 NE Grandhaven St McMinnville, OR 97128  
**Mailing Address:** 1258 NE Grandhaven St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.50  
**Building SqFt:** 1951      **Lot Acres:** .18  
**Year Built:** 2000  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** PT LOT 5 IN GRANDHAVEN SUB

**APN:** 513172  
**Ref Parcel #:** R4409DC 05500  
**Taxes:** \$4507.00  
**Market Value:** \$528,178  
**Assessed Value:** \$266,647  
**Sales Price:** \$511,000  
**Transfer Date:** 12/17/2021



**Legal Owner:** Joel & Sarri Gibson  
**Site Address:** 3059 NE Buel Dr McMinnville, OR 97128  
**Mailing Address:** 354 SW Mt Mazama St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1353      **Lot Acres:** .15  
**Year Built:** 2001  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 05700 LOT 7 SUBDIVISIONNAME GRANDHAVEN SUB

**APN:** 513178  
**Ref Parcel #:** R4409DC 05700  
**Taxes:** \$3651.41  
**Market Value:** \$426,741  
**Assessed Value:** \$216,028  
**Sales Price:** \$  
**Transfer Date:**



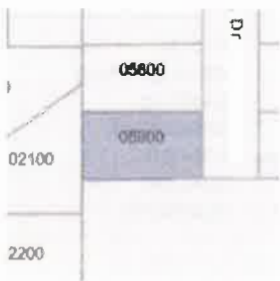
**Legal Owner:** Patricia Mcleod  
**Site Address:** 2971 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 2971 NE Newby St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1492      **Lot Acres:** .16  
**Year Built:** 2002  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 20 IN GRANDHAVEN SUB

**APN:** 513217  
**Ref Parcel #:** R4409DC 07000  
**Taxes:** \$3780.84  
**Market Value:** \$471,351  
**Assessed Value:** \$223,685  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Karl & Lin Chan  
**Site Address:** 3041 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 4062 NE Fairview Lake Way Fairview, OR 97024  
**Bedrooms:** 6.00  
**Bathrooms:** 4.00  
**Building SqFt:** 2664      **Lot Acres:** .18  
**Year Built:** 2003  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 06600 LOT 16 SUBDIVISIONNAME GRANDHAVEN SUB

**APN:** 513205  
**Ref Parcel #:** R4409DC 06600  
**Taxes:** \$5072.51  
**Market Value:** \$620,303  
**Assessed Value:** \$300,104  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Vanessa Hadick & Jason Petredis  
**Site Address:** 3017 NE Buel Dr McMinnville, OR 97128  
**Mailing Address:** 3017 NE Buel Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.50  
**Building SqFt:** 1492      **Lot Acres:** .15  
**Year Built:** 2001  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 9 IN GRANDHAVEN SUB

**APN:** 513184  
**Ref Parcel #:** R4409DC 05900  
**Taxes:** \$3680.79  
**Market Value:** \$452,507  
**Assessed Value:** \$217,766  
**Sales Price:** \$272,000  
**Transfer Date:** 12/30/2016

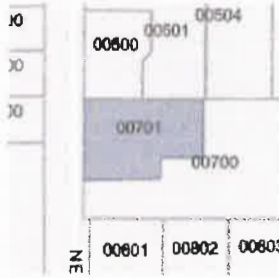


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Report Created: 5/9/2024



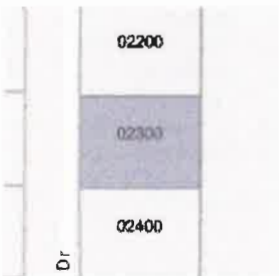
**Legal Owner:** Jayson & Rosemarie Gettman  
**Site Address:** 2950 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 2950 NE Newby St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1356 **Lot Acres:** .35  
**Year Built:** 1966  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 00701

**APN:** 392818  
**Ref Parcel #:** R4409DC 00701  
**Taxes:** \$3396.52  
**Market Value:** \$438,376  
**Assessed Value:** \$200,948  
**Sales Price:** \$  
**Transfer Date:**



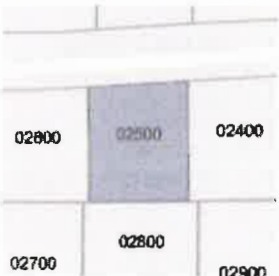
**Legal Owner:** Donna Johnston  
**Site Address:** 2830 NE McDonald Ln McMinnville, OR 97128  
**Mailing Address:** 2830 NE McDonald Ln McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 1.50  
**Building SqFt:** 1362 **Lot Acres:** .21  
**Year Built:** 1972  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 10 - BLOCK 1 IN REDWOOD ADDITION

**APN:** 126134  
**Ref Parcel #:** R4416AB 06100  
**Taxes:** \$3398.52  
**Market Value:** \$387,304  
**Assessed Value:** \$201,066  
**Sales Price:** \$  
**Transfer Date:**



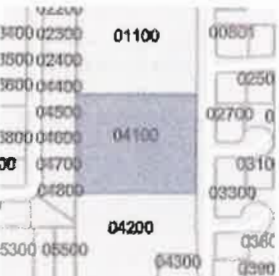
**Legal Owner:** Daniel & Stephanie Silver  
**Site Address:** 2926 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** Po Box 324 Manzanita, OR 97130  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1734 **Lot Acres:** .21  
**Year Built:** 1979  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 6 - BLOCK 2 IN REDWOOD ADDITION

**APN:** 125750  
**Ref Parcel #:** R4409DC 02300  
**Taxes:** \$4249.15  
**Market Value:** \$496,530  
**Assessed Value:** \$251,392  
**Sales Price:** \$491,000  
**Transfer Date:** 05/26/2022



**Legal Owner:** John Cameron & Oressa Shea  
**Site Address:** 1446 NE Hoffman Dr McMinnville, OR 97128  
**Mailing Address:** 1446 NE Hoffman Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1667 **Lot Acres:** .21  
**Year Built:** 1993  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 14 - BLOCK 1 IN JULIANNE ADDITION

**APN:** 483292  
**Ref Parcel #:** R4416AB 02500  
**Taxes:** \$4684.88  
**Market Value:** \$517,962  
**Assessed Value:** \$277,171  
**Sales Price:** \$324,742  
**Transfer Date:** 01/31/2019



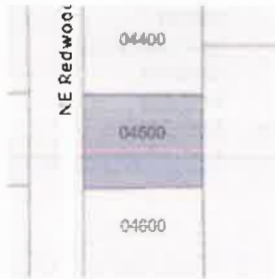
**Legal Owner:** Newberg Christian Church & Northwest Christian Church  
**Site Address:** 2831 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 2315 N Villa Rd Newberg, OR 97132  
**Bedrooms:** .00  
**Bathrooms:** .00  
**Building SqFt:** 0 **Lot Acres:** 1.00  
**Year Built:** 0  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** SEE METES & BOUNDS

**APN:** 125616  
**Ref Parcel #:** R4416AB 04100  
**Taxes:** \$0.00  
**Market Value:** \$524,881  
**Assessed Value:** \$  
**Sales Price:** \$524,881  
**Transfer Date:** 07/19/2018



**Legal Owner:** Stefanie & Zachary Goodell  
**Site Address:** 2910 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2910 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1586                      **Lot Acres:** .21  
**Year Built:** 1976  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 8 - BLOCK 2 IN REDWOOD ADDITION

**APN:** 125787  
**Ref Parcel #:** R4416AB 04400  
**Taxes:** \$3772.50  
**Market Value:** \$437,572  
**Assessed Value:** \$223,192  
**Sales Price:** \$385,000  
**Transfer Date:** 06/30/2021



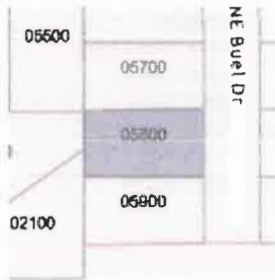
**Legal Owner:** Silvia Borders  
**Site Address:** 2830 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2830 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1542                      **Lot Acres:** .21  
**Year Built:** 1973  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 9 - BLOCK 2 IN REDWOOD ADDITION

**APN:** 125796  
**Ref Parcel #:** R4416AB 04500  
**Taxes:** \$3980.93  
**Market Value:** \$451,699  
**Assessed Value:** \$235,523  
**Sales Price:** \$165,000  
**Transfer Date:** 01/13/2009



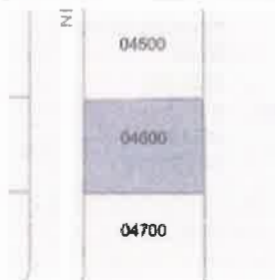
**Legal Owner:** Darlene Dorman  
**Site Address:** 3078 NE Buel Dr McMinnville, OR 97128  
**Mailing Address:** 3078 NE Buel Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1371                      **Lot Acres:** .16  
**Year Built:** 2001  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 13 IN GRANDHAVEN SUB

**APN:** 513196  
**Ref Parcel #:** R4409DC 06300  
**Taxes:** \$3759.25  
**Market Value:** \$442,804  
**Assessed Value:** \$222,408  
**Sales Price:** \$370,000  
**Transfer Date:** 02/26/2021



**Legal Owner:** Clearkey Buel Lic  
**Site Address:** 3035 NE Buel Dr McMinnville, OR 97128  
**Mailing Address:** 2597 NW Alice Kelley St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1225                      **Lot Acres:** .15  
**Year Built:** 2000  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAX LOT 05800 LOT 8 SUBDIVISIONNAME GRANDHAVEN SUB

**APN:** 513181  
**Ref Parcel #:** R4409DC 05800  
**Taxes:** \$3512.36  
**Market Value:** \$410,540  
**Assessed Value:** \$207,801  
**Sales Price:** \$174,500  
**Transfer Date:** 08/29/2013



**Legal Owner:** Donald Schoeppner & Susan Fay  
**Site Address:** 2816 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2816 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1512                      **Lot Acres:** .21  
**Year Built:** 1975  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 10 - BLOCK 2 IN REDWOOD ADDITION

**APN:** 125812  
**Ref Parcel #:** R4416AB 04600  
**Taxes:** \$3837.80  
**Market Value:** \$429,251  
**Assessed Value:** \$227,055  
**Sales Price:** \$171,000  
**Transfer Date:** 04/15/2024

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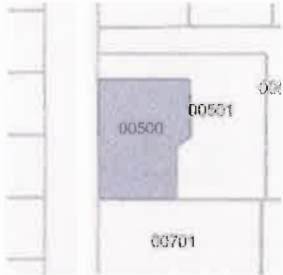
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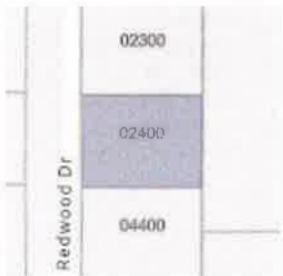
**Legal Owner:** John Reinhardt  
**Site Address:** 1130 NE 28th St McMinnville, OR 97128  
**Mailing Address:** 1130 NE 28th St McMinnville, OR 97128  
**Bedrooms:** 4.00  
**Bathrooms:** 3.00  
**Building SqFt:** 2458 **Lot Acres:** .43  
**Year Built:** 1974  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOTS 7 & 8 - BLOCK 1 IN REDWOOD ADDITION

**APN:** 125956  
**Ref Parcel #:** R4416AB 05900  
**Taxes:** \$6323.60  
**Market Value:** \$744,470  
**Assessed Value:** \$374,122  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Jared Heesacker  
**Site Address:** 3020 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 3020 NE Newby St McMinnville, OR 97128  
**Bedrooms:** 2.00  
**Bathrooms:** 1.00  
**Building SqFt:** 1074 **Lot Acres:** .22  
**Year Built:** 1960  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 00500

**APN:** 125466  
**Ref Parcel #:** R4409DC 00500  
**Taxes:** \$2354.77  
**Market Value:** \$281,248  
**Assessed Value:** \$139,315  
**Sales Price:** \$158,000  
**Transfer Date:** 09/27/2016



**Legal Owner:** Kelly Bird & Jolene Nettrouer  
**Site Address:** 2920 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2920 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1936 **Lot Acres:** .21  
**Year Built:** 1979  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 02400 LOT 7 BLOCK 2 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 125778  
**Ref Parcel #:** R4409DC 02400  
**Taxes:** \$4493.68  
**Market Value:** \$544,639  
**Assessed Value:** \$265,859  
**Sales Price:** \$  
**Transfer Date:**



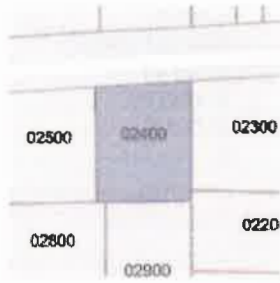
**Legal Owner:** Mark Mathews  
**Site Address:** 2930 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 3370 NW Westside Rd McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1382 **Lot Acres:** .66  
**Year Built:** 1988  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 00700

**APN:** 125518  
**Ref Parcel #:** R4409DC 00700  
**Taxes:** \$4781.99  
**Market Value:** \$537,883  
**Assessed Value:** \$282,916  
**Sales Price:** \$  
**Transfer Date:**



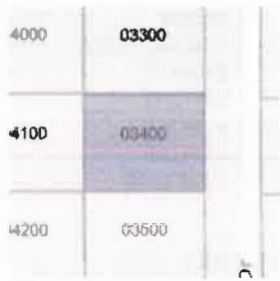
**Legal Owner:** Gerald & Rena Geelan  
**Site Address:** 2930 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2930 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1504 **Lot Acres:** .21  
**Year Built:** 1973  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 02200 LOT 5 BLOCK 2 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 125741  
**Ref Parcel #:** R4409DC 02200  
**Taxes:** \$4128.17  
**Market Value:** \$468,364  
**Assessed Value:** \$244,234  
**Sales Price:** \$  
**Transfer Date:**



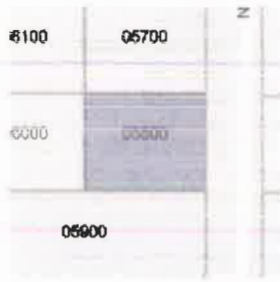
**Legal Owner:** Kirk Family Trust & Kirk Thomas C Co Trustee  
**Site Address:** 1480 NE Hoffman Dr McMinnville, OR 97128  
**Mailing Address:** Po Box 887 McMinnville, OR 97128  
**Bedrooms:** 4.00  
**Bathrooms:** 2.00  
**Building SqFt:** 3028                      **Lot Acres:** .22  
**Year Built:** 1992  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 15 - BLOCK 1 IN JULIANNE ADDITION

**APN:** 483289  
**Ref Parcel #:** R4416AB 02400  
**Taxes:** \$6561.85  
**Market Value:** \$765,212  
**Assessed Value:** \$388,218  
**Sales Price:** \$565,750  
**Transfer Date:** 04/22/2021



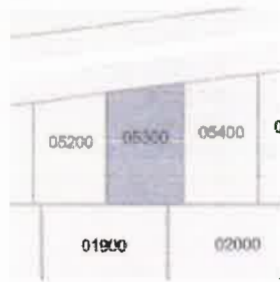
**Legal Owner:** Carley Cummings  
**Site Address:** 2925 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2925 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 4.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1911                      **Lot Acres:** .21  
**Year Built:** 1977  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 2 - BLOCK 1 IN REDWOOD ADDITION

**APN:** 125901  
**Ref Parcel #:** R4409DC 03400  
**Taxes:** \$4264.15  
**Market Value:** \$539,217  
**Assessed Value:** \$252,279  
**Sales Price:** \$475,000  
**Transfer Date:** 09/30/2021



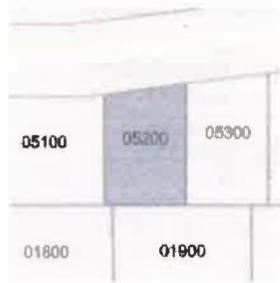
**Legal Owner:** Arthur Vanuchelen  
**Site Address:** 2817 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2817 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1517                      **Lot Acres:** .21  
**Year Built:** 1975  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 6 - BLOCK 1 IN REDWOOD ADDITION

**APN:** 125947  
**Ref Parcel #:** R4416AB 05800  
**Taxes:** \$3659.73  
**Market Value:** \$427,979  
**Assessed Value:** \$216,520  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Scott & Lisa Klingsporn  
**Site Address:** 1190 NE Grandhaven St McMinnville, OR 97128  
**Mailing Address:** 1190 NE Grandhaven St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1234                      **Lot Acres:** .16  
**Year Built:** 2001  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 3 IN GRANDHAVEN SUB

**APN:** 513166  
**Ref Parcel #:** R4409DC 05300  
**Taxes:** \$3641.27  
**Market Value:** \$414,151  
**Assessed Value:** \$215,428  
**Sales Price:** \$435,000  
**Transfer Date:** 04/25/2024



**Legal Owner:** Jorge Rivas & Flores Vilorio  
**Site Address:** 1152 NE Grandhaven St McMinnville, OR 97128  
**Mailing Address:** 1152 NE Grandhaven St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1269                      **Lot Acres:** .15  
**Year Built:** 1999  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 05200 SUBDIVISIONNAME GRANDHAVEN SUB

**APN:** 513163  
**Ref Parcel #:** R4409DC 05200  
**Taxes:** \$3566.70  
**Market Value:** \$413,870  
**Assessed Value:** \$211,016  
**Sales Price:** \$  
**Transfer Date:**

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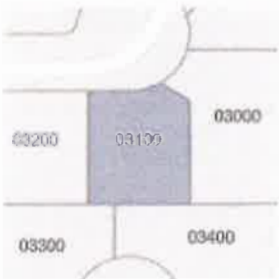
**Legal Owner:** Martina & Jose Guerrero  
**Site Address:** 1111 NE 30th St McMinnville, OR 97128  
**Mailing Address:** 12000 S Wrong Mountain Rd Benson, AZ 85602  
**Bedrooms:** 5.00  
**Bathrooms:** 3.00  
**Building SqFt:** 3115                      **Lot Acres:** .25  
**Year Built:** 1971  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 01800 LOT 1 BLOCK 2 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 125661  
**Ref Parcel #:** R4409DC 01800  
**Taxes:** \$6497.56  
**Market Value:** \$747,798  
**Assessed Value:** \$384,414  
**Sales Price:** \$  
**Transfer Date:**



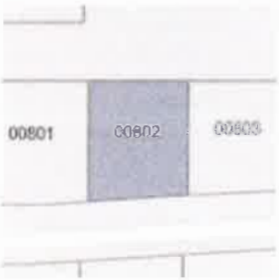
**Legal Owner:** Cheryl Groves  
**Site Address:** 1421 NE Hoffman Dr McMinnville, OR 97128  
**Mailing Address:** 1421 NE Hoffman Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1305                      **Lot Acres:** .23  
**Year Built:** 1993  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 00801 LOT 1 BLOCK 2 SUBDIVISIONNAME JULIANNE ADDITION

**APN:** 483280  
**Ref Parcel #:** R4409DC 00801  
**Taxes:** \$3959.07  
**Market Value:** \$434,500  
**Assessed Value:** \$234,230  
**Sales Price:** \$217,500  
**Transfer Date:** 12/24/2015



**Legal Owner:** Pauline Eder  
**Site Address:** 1442 NE Kristin Ct McMinnville, OR 97128  
**Mailing Address:** 1442 NE Kristin Ct McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.50  
**Building SqFt:** 2008                      **Lot Acres:** .20  
**Year Built:** 1993  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 8 - BLOCK 1 IN JULIANNE ADDITION

**APN:** 483310  
**Ref Parcel #:** R4416AB 03100  
**Taxes:** \$5940.11  
**Market Value:** \$701,863  
**Assessed Value:** \$376,227  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Jerome & Gail Lehner  
**Site Address:** 1445 NE Hoffman Dr McMinnville, OR 97128  
**Mailing Address:** 1445 NE Hoffman Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1650                      **Lot Acres:** .20  
**Year Built:** 1993  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 2 - BLOCK 2 IN JULIANNE ADDITION

**APN:** 483283  
**Ref Parcel #:** R4409DC 00802  
**Taxes:** \$4733.21  
**Market Value:** \$508,870  
**Assessed Value:** \$280,030  
**Sales Price:** \$393,420  
**Transfer Date:** 12/02/2022



**Legal Owner:** John Kent  
**Site Address:** No Site Address , OR  
**Mailing Address:** 2835 NE Leathers Ln McMinnville, OR 97128  
**Bedrooms:** .00  
**Bathrooms:** .00  
**Building SqFt:** 0                      **Lot Acres:** .26  
**Year Built:** 0  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 16 QTR A QQTR B TAXLOT 02900 LOT 10 BLOCK 1 SUBDIVISIONNAME JULIANNE ADDITION

**APN:** 483304  
**Ref Parcel #:** R4416AB 02900  
**Taxes:** \$1027.35  
**Market Value:** \$152,196  
**Assessed Value:** \$60,781  
**Sales Price:** \$  
**Transfer Date:**



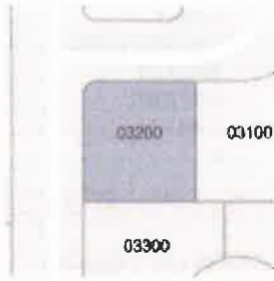


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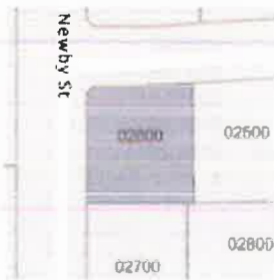
**Legal Owner:** Erik Connell  
**Site Address:** 1420 NE Kristin Ct McMinnville, OR 97128  
**Mailing Address:** 1420 NE Kristin Ct McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1681 **Lot Acres:** .21  
**Year Built:** 1999  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 7 - BLOCK 1 IN JULIANNE ADDITION

**APN:** 483313  
**Ref Parcel #:** R4416AB 03200  
**Taxes:** \$4473.87  
**Market Value:** \$517,236  
**Assessed Value:** \$264,687  
**Sales Price:** \$196,000  
**Transfer Date:** 06/09/2010



**Legal Owner:** Eugene & Joan Tribbett  
**Site Address:** 1110 NE 30th St McMinnville, OR 97128  
**Mailing Address:** 1110 NE 30th St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1537 **Lot Acres:** .22  
**Year Built:** 1975  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 04000 LOT 14 BLOCK 1 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 125974  
**Ref Parcel #:** R4409DC 04000  
**Taxes:** \$3893.10  
**Market Value:** \$435,314  
**Assessed Value:** \$230,327  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Jacob & Chelene Blair  
**Site Address:** 1420 NE Hoffman Dr McMinnville, OR 97128  
**Mailing Address:** 1420 NE Hoffman Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1959 **Lot Acres:** .21  
**Year Built:** 1993  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 13 - BLOCK 1 IN JULIANNE ADDITION

**APN:** 483295  
**Ref Parcel #:** R4416AB 02600  
**Taxes:** \$5103.34  
**Market Value:** \$547,111  
**Assessed Value:** \$301,928  
**Sales Price:** \$465,000  
**Transfer Date:** 11/01/2021



**Legal Owner:** Gerald & Rena Geelan  
**Site Address:** No Site Address , OR  
**Mailing Address:** 2930 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** .00  
**Bathrooms:** .00  
**Building SqFt:** 0 **Lot Acres:** .20  
**Year Built:** 0  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 02100 LOT 4 BLOCK 2 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 125723  
**Ref Parcel #:** R4409DC 02100  
**Taxes:** \$1116.19  
**Market Value:** \$140,110  
**Assessed Value:** \$66,037  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Tyrone & Brenda Marshall  
**Site Address:** 1125 NE 30th St McMinnville, OR 97128  
**Mailing Address:** Po Box 1700 McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 2300 **Lot Acres:** .23  
**Year Built:** 1973  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 2 - BLOCK 2 IN REDWOOD ADDITION

**APN:** 125689  
**Ref Parcel #:** R4409DC 01900  
**Taxes:** \$4768.03  
**Market Value:** \$593,267  
**Assessed Value:** \$282,090  
**Sales Price:** \$  
**Transfer Date:**

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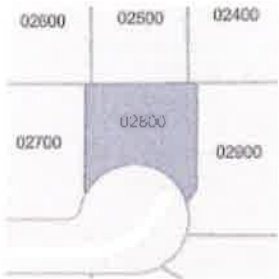
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**Legal Owner:** Matthew & Jennifer Jones  
**Site Address:** 1135 NE 30th St McMinnville, OR 97128  
**Mailing Address:** 1135 NE 30th St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.50  
**Building SqFt:** 1824 **Lot Acres:** .26  
**Year Built:** 1976  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** SEE METES & BOUNDS

**APN:** 125705  
**Ref Parcel #:** R4409DC 02000  
**Taxes:** \$4226.74  
**Market Value:** \$584,292  
**Assessed Value:** \$279,819  
**Sales Price:** \$544,000  
**Transfer Date:** 04/18/2023



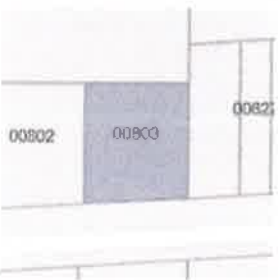
**Legal Owner:** Alison Seiler  
**Site Address:** 1433 NE Kristin Ct McMinnville, OR 97128  
**Mailing Address:** 1433 NE Kristin Ct McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.50  
**Building SqFt:** 1892 **Lot Acres:** .20  
**Year Built:** 1993  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 16 QTR A QQTR B TAXLOT 02800 LOT 11 BLOCK 1 SUBDIVISIONNAME JULIANNE ADDITION

**APN:** 483301  
**Ref Parcel #:** R4416AB 02800  
**Taxes:** \$4784.95  
**Market Value:** \$511,801  
**Assessed Value:** \$283,091  
**Sales Price:** \$291,900  
**Transfer Date:** 04/28/2017



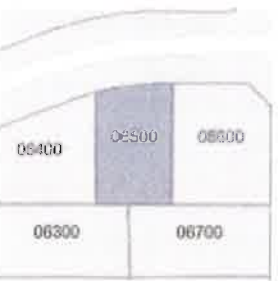
**Legal Owner:** Sheldon Lorene E Trust & Sheldon Lorene E Trustee  
**Site Address:** 1470 NE Kristin Ct McMinnville, OR 97128  
**Mailing Address:** 4684 Cordoba Way Oceanside, CA 92056  
**Bedrooms:** 3.00  
**Bathrooms:** 2.50  
**Building SqFt:** 2338 **Lot Acres:** .28  
**Year Built:** 1993  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 9 - BLOCK 1 IN JULIANNE ADDITION

**APN:** 483307  
**Ref Parcel #:** R4416AB 03000  
**Taxes:** \$6648.90  
**Market Value:** \$716,615  
**Assessed Value:** \$393,368  
**Sales Price:** \$425,000  
**Transfer Date:** 07/20/2018



**Legal Owner:** Gregory & Michelle Harris  
**Site Address:** 1483 NE Hoffman Dr McMinnville, OR 97128  
**Mailing Address:** 1483 NE Hoffman Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 2835 **Lot Acres:** .19  
**Year Built:** 1992  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 00803 LOT 3 BLOCK 2 SUBDIVISIONNAME JULIANNE ADDITION

**APN:** 483286  
**Ref Parcel #:** R4409DC 00803  
**Taxes:** \$6168.31  
**Market Value:** \$708,921  
**Assessed Value:** \$364,935  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Wif Inc  
**Site Address:** 1346 NE Grandhaven St McMinnville, OR 97128  
**Mailing Address:** 944 NE 18th St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1504 **Lot Acres:** .14  
**Year Built:** 1999  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 06500 LOT 15 SUBDIVISIONNAME GRANDHAVEN SUB

**APN:** 513202  
**Ref Parcel #:** R4409DC 06500  
**Taxes:** \$3871.84  
**Market Value:** \$442,467  
**Assessed Value:** \$229,069  
**Sales Price:** \$206,900  
**Transfer Date:** 03/13/2015



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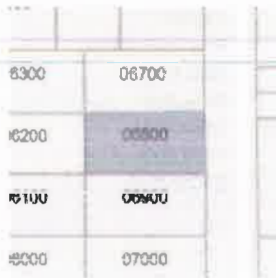
**Legal Owner:** Sara & James Hayes  
**Site Address:** 3024 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 3024 NE Newby St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1661 **Lot Acres:** .42  
**Year Built:** 1957  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 00504

**APN:** 497353  
**Ref Parcel #:** R4409DC 00504  
**Taxes:** \$2987.80  
**Market Value:** \$455,641  
**Assessed Value:** \$176,767  
**Sales Price:** \$270,000  
**Transfer Date:** 07/20/2017



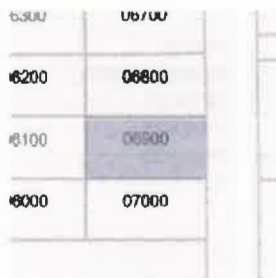
**Legal Owner:** Jennifer Kauffman  
**Site Address:** 1110 NE Grandhaven St McMinnville, OR 97128  
**Mailing Address:** 18841 Hein St Oregon City, OR 97045  
**Bedrooms:** 4.00  
**Bathrooms:** 4.00  
**Building SqFt:** 1898 **Lot Acres:** .20  
**Year Built:** 2000  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 05100 LOT 1 SUBDIVISIONNAME GRANDHAVEN SUB

**APN:** 513160  
**Ref Parcel #:** R4409DC 05100  
**Taxes:** \$4668.83  
**Market Value:** \$576,949  
**Assessed Value:** \$276,221  
**Sales Price:** \$269,000  
**Transfer Date:** 08/21/2014



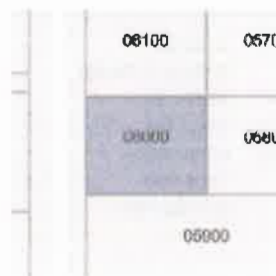
**Legal Owner:** Gene And Tammy Johnson Trust  
**Site Address:** 3011 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 3011 NE Newby St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1525 **Lot Acres:** .16  
**Year Built:** 2002  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 18 IN GRANDHAVEN SUB

**APN:** 513211  
**Ref Parcel #:** R4409DC 06800  
**Taxes:** \$3653.83  
**Market Value:** \$460,578  
**Assessed Value:** \$216,171  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Roberto Gonzalez & Sandra Robledo  
**Site Address:** 2997 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 2997 NE Newby St McMinnville, OR 97128  
**Bedrooms:** 4.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1475 **Lot Acres:** .16  
**Year Built:** 2002  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 06900 LOT 19 SUBDIVISIONNAME GRANDHAVEN SUB

**APN:** 513214  
**Ref Parcel #:** R4409DC 06900  
**Taxes:** \$3741.98  
**Market Value:** \$453,576  
**Assessed Value:** \$221,386  
**Sales Price:** \$235,900  
**Transfer Date:** 10/13/2006



**Legal Owner:** Brenda Keevy  
**Site Address:** 2820 NE McDonald Ln McMinnville, OR 97128  
**Mailing Address:** 2820 NE McDonald Ln McMinnville, OR 97128  
**Bedrooms:** 4.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1532 **Lot Acres:** .21  
**Year Built:** 1970  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 16 QTR A QQTR B TAXLOT 06000 LOT 9 BLOCK 1 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 126143  
**Ref Parcel #:** R4416AB 06000  
**Taxes:** \$3590.92  
**Market Value:** \$410,826  
**Assessed Value:** \$212,419  
**Sales Price:** \$  
**Transfer Date:**

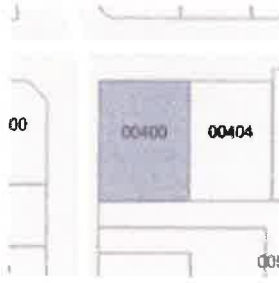


First American Title™

Customer Service

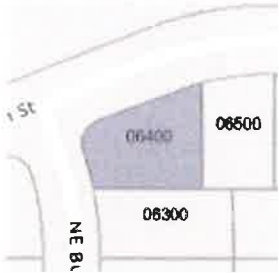
503.476.8735 | csfirst@firstam.com

Report Created: 5/9/2024



**Legal Owner:** Christopher & Jennifer Compton  
**Site Address:** 3030 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 3030 NE Newby St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1915 **Lot Acres:** .24  
**Year Built:** 1966  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 00400

**APN:** 125439  
**Ref Parcel #:** R4409DC 00400  
**Taxes:** \$2866.58  
**Market Value:** \$525,939  
**Assessed Value:** \$169,595  
**Sales Price:** \$192,500  
**Transfer Date:** 08/31/2011



**Legal Owner:** Roger & Darlene Aaron  
**Site Address:** 1318 NE Grandhaven St McMinnville, OR 97128  
**Mailing Address:** 1318 NE Grandhaven St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.50  
**Building SqFt:** 1951 **Lot Acres:** .17  
**Year Built:** 2000  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 06400 LOT 14 SUBDIVISIONNAME GRANDHAVEN SUB

**APN:** 513199  
**Ref Parcel #:** R4409DC 06400  
**Taxes:** \$4409.32  
**Market Value:** \$503,345  
**Assessed Value:** \$260,868  
**Sales Price:** \$  
**Transfer Date:**



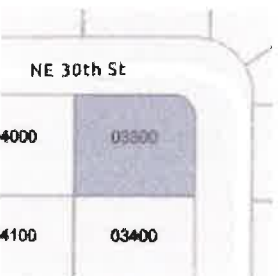
**Legal Owner:** Kelly Stillwell  
**Site Address:** 2930 NE Mcdonald Ln McMinnville, OR 97128  
**Mailing Address:** 2930 NE Mcdonald Ln McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1620 **Lot Acres:** .21  
**Year Built:** 1969  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 13 - BLOCK 1 IN REDWOOD ADDITION

**APN:** 125992  
**Ref Parcel #:** R4409DC 04100  
**Taxes:** \$3397.08  
**Market Value:** \$454,063  
**Assessed Value:** \$230,734  
**Sales Price:** \$250,000  
**Transfer Date:** 05/22/2007



**Legal Owner:** Anthony & Nancy Amodeo  
**Site Address:** 2821 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2821 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 1.00  
**Building SqFt:** 1608 **Lot Acres:** .21  
**Year Built:** 1974  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 5 - BLOCK 1 IN REDWOOD ADDITION

**APN:** 125938  
**Ref Parcel #:** R4416AB 05700  
**Taxes:** \$3041.35  
**Market Value:** \$485,587  
**Assessed Value:** \$209,688  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Gordon & Sandra Mccann  
**Site Address:** 1126 NE 30th St McMinnville, OR 97128  
**Mailing Address:** 1126 NE 30th St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1832 **Lot Acres:** .22  
**Year Built:** 1973  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 03300 LOT 1 BLOCK 1 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 125894  
**Ref Parcel #:** R4409DC 03300  
**Taxes:** \$4103.30  
**Market Value:** \$514,326  
**Assessed Value:** \$242,763  
**Sales Price:** \$189,900  
**Transfer Date:** 11/09/2009



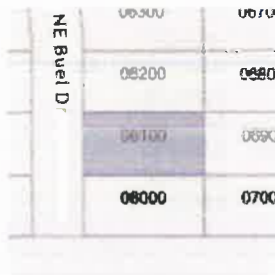
**Legal Owner:** Timothy Lane  
**Site Address:** 2842 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 2842 NE Newby St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1713                      **Lot Acres:** .24  
**Year Built:** 1993  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 12 - BLOCK 1 IN JULIANNE ADDITION

**APN:** 483298  
**Ref Parcel #:** R4416AB 02700  
**Taxes:** \$4659.34  
**Market Value:** \$505,068  
**Assessed Value:** \$275,660  
**Sales Price:** \$425,400  
**Transfer Date:** 03/05/2021



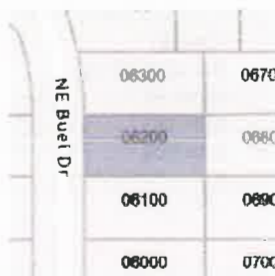
**Legal Owner:** Gary & Theresa Vanaken  
**Site Address:** 2812 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2812 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.50  
**Building SqFt:** 1708                      **Lot Acres:** .21  
**Year Built:** 1975  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 11 - BLOCK 2 IN REDWOOD ADDITION

**APN:** 125821  
**Ref Parcel #:** R4416AB 04700  
**Taxes:** \$4130.35  
**Market Value:** \$511,338  
**Assessed Value:** \$244,363  
**Sales Price:** \$319,900  
**Transfer Date:** 01/08/2019



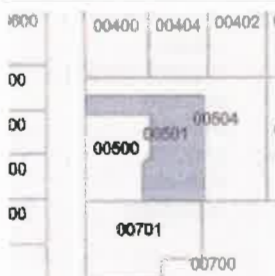
**Legal Owner:** Scott & Michelle Doyle  
**Site Address:** 3036 NE Buel Dr McMinnville, OR 97128  
**Mailing Address:** 3036 NE Buel Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.50  
**Building SqFt:** 1523                      **Lot Acres:** .16  
**Year Built:** 2000  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 11 IN GRANDHAVEN SUB

**APN:** 513190  
**Ref Parcel #:** R4409DC 06100  
**Taxes:** \$3153.38  
**Market Value:** \$463,394  
**Assessed Value:** \$216,316  
**Sales Price:** \$247,900  
**Transfer Date:** 10/20/2006



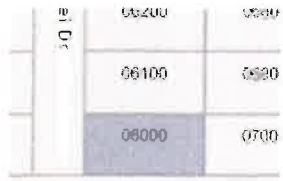
**Legal Owner:** Rodney Hays & Wendy Barrow  
**Site Address:** 3064 NE Buel Dr McMinnville, OR 97128  
**Mailing Address:** 3064 NE Buel Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1742                      **Lot Acres:** .16  
**Year Built:** 1999  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** LOT 12 IN GRANDHAVEN SUB

**APN:** 513193  
**Ref Parcel #:** R4409DC 06200  
**Taxes:** \$4214.25  
**Market Value:** \$490,589  
**Assessed Value:** \$249,327  
**Sales Price:** \$449,000  
**Transfer Date:** 05/19/2023



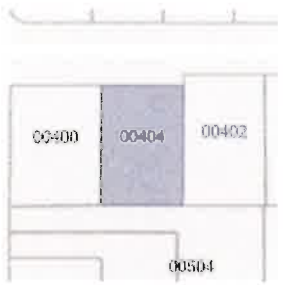
**Legal Owner:** Raul Ponce & Cecilia Vazquez  
**Site Address:** 3010 NE Newby St McMinnville, OR 97128  
**Mailing Address:** 3010 NE Newby St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1646                      **Lot Acres:** .30  
**Year Built:** 1977  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** SEE METES & BOUNDS

**APN:** 125484  
**Ref Parcel #:** R4409DC 00501  
**Taxes:** \$3212.74  
**Market Value:** \$427,132  
**Assessed Value:** \$190,075  
**Sales Price:** \$275,000  
**Transfer Date:** 09/18/2018



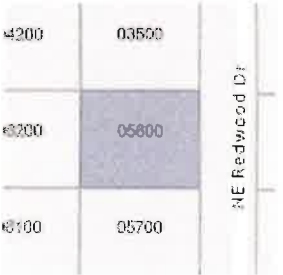
**Legal Owner:** Kara Demarco  
**Site Address:** 3008 NE Buel Dr McMinnville, OR 97128  
**Mailing Address:** 3008 NE Buel Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1311                      **Lot Acres:** .16  
**Year Built:** 1999  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 06000 LOT 10 SUBDIVISIONNAME GRANDHAVEN SUB

**APN:** 513187  
**Ref Parcel #:** R4409DC 06000  
**Taxes:** \$3740.73  
**Market Value:** \$428,410  
**Assessed Value:** \$221,312  
**Sales Price:** \$  
**Transfer Date:**



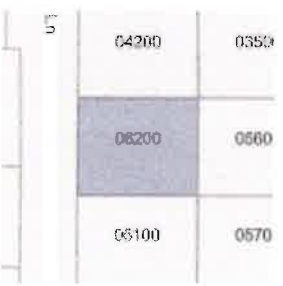
**Legal Owner:** Brett & Kari Sweeden  
**Site Address:** 1424 NE Grandhaven St McMinnville, OR 97128  
**Mailing Address:** 1424 NE Grandhaven St McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1474                      **Lot Acres:** .21  
**Year Built:** 2005  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 00404

**APN:** 529642  
**Ref Parcel #:** R4409DC 00404  
**Taxes:** \$3057.92  
**Market Value:** \$494,866  
**Assessed Value:** \$180,915  
**Sales Price:** \$50,000  
**Transfer Date:** 04/18/2005



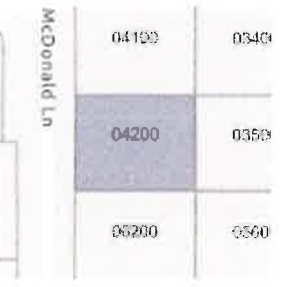
**Legal Owner:** Marcie King-Jarred  
**Site Address:** 2905 NE Redwood Dr McMinnville, OR 97128  
**Mailing Address:** 2905 NE Redwood Dr McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1754                      **Lot Acres:** .21  
**Year Built:** 1978  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 16 QTR A QQTR B TAXLOT 05600 LOT 4 BLOCK 1 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 125929  
**Ref Parcel #:** R4416AB 05600  
**Taxes:** \$4361.74  
**Market Value:** \$554,103  
**Assessed Value:** \$258,053  
**Sales Price:** \$168,500  
**Transfer Date:** 04/12/2013



**Legal Owner:** Linda & Roald Berg  
**Site Address:** 2910 NE Mcdonald Ln McMinnville, OR 97128  
**Mailing Address:** 2910 NE Mcdonald Ln McMinnville, OR 97128  
**Bedrooms:** 3.00  
**Bathrooms:** 2.00  
**Building SqFt:** 1553                      **Lot Acres:** .21  
**Year Built:** 1971  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 16 QTR A QQTR B TAXLOT 06200 LOT 11 BLOCK 1 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 126125  
**Ref Parcel #:** R4416AB 06200  
**Taxes:** \$3702.46  
**Market Value:** \$459,479  
**Assessed Value:** \$219,048  
**Sales Price:** \$  
**Transfer Date:**



**Legal Owner:** Dennis & Carolyn Marks  
**Site Address:** 2920 NE Mcdonald Ln McMinnville, OR 97128  
**Mailing Address:** 2920 NE Mcdonald Ln McMinnville, OR 97128  
**Bedrooms:** 5.00  
**Bathrooms:** 3.00  
**Building SqFt:** 2116                      **Lot Acres:** .21  
**Year Built:** 1971  
**School District:** McMinnville School District 40  
**Neighborhood:**  
**Legal:** TOWNSHIP 4S RANGE 4W SECTION 09 QTR D QQTR C TAXLOT 04200 LOT 12 BLOCK 1 SUBDIVISIONNAME REDWOOD ADDITION

**APN:** 126116  
**Ref Parcel #:** R4409DC 04200  
**Taxes:** \$4207.76  
**Market Value:** \$522,309  
**Assessed Value:** \$248,943  
**Sales Price:** \$300,000  
**Transfer Date:** 10/18/2017

Minutes for the Monika Neighborhood Meeting / Zone Change

The meeting was on June 12, 2024 and started at 6:00 pm at the McMinnville Community Center Room 201.

There were 14 neighbors in attendance.

Lori Zumwalt introduced herself and husband Jeff as owners of the property through Monika Development, LLC.

Lori explained that we were having the meeting because it is required by the City when an application for a land use change is going to be submitted to the City. The purpose is to have a conversation with the neighbors about the zone change. It was explained that the land use application will only be for the zone change and not for the development of the site. She explained the differences between R-3 and R-4 zone, and the need to make the change to provide an opportunity to increase the density and allow for a development that would be economically feasible.

The following topics in general were brought up by neighbors and answered:

1. They do not agree to have apartments in their neighborhood.
2. They do not want Buel Street to go through but would be ok with a cul-de-sac.
3. Developer is profiting at residents expense.
4. Property values will go down if apartments are built.
5. They questioned what happened to the single family cul-de-sac plan
6. One neighbor stated apartments wouldn't be the worse thing, as there are apartments on 27th Street and group homes in the area without bad results.
7. There were questions about the storm drainage, wetlands, street going through the property and the single family plan approved in 2019.
8. One neighbor had a typed list of questions, see attached.

The meeting was adjourned about 6:35 pm.

Attachments: Sign in sheet  
Neighbor questions

June 12, 2024 Neighborhood Meeting Sign In.

Print Name	Address	Email
JOHN DESMOND	2771 NE LEATHRAS LN	hortdesi@gmail.com
Aurora Clabaugh	1583 NE Hoffman DR	clabaughaurora@gmail.com
Gary Clabaugh	1583 NE Hoffman DR	geclabaugh@gmail.com
Tom Kirk	1480 NE Hoffman	
Jickie Kirk	1480 NE Hoffman Dr.	vkirk49@gmail.com
Rebecca Butterfield	1605 NE Hoffman Dr.	beccabutters@gmail.com
Sheryl Guess	2926 NE REDWOOD DR	<del>sheryl</del> cheryl.guess@icloud.com
Rena Greelan	2930 NE Redwood Dr	renagreelan@gmail.com
Chelene Blair	1420 NE Hoffman Dr	chelene.glanter1@gmail.com
DeMarco	Brian (and Kara) Demarco 3005 NE Buel Dr.	bdemarco408@gmail.com
JEROME LEHNER	1445 NE HOFFMAN DR	lehnerdad@hotmail.com
GAIL LEHNER	" " " "	" "
Cameron	Travis Cameron 1446 Hoffman dr.	traviscameron1@gmail.com
TIM LANE	2842 NE NEWBYST	TIMLANE 731@GMAIL



From: Tim Lane

1. If this were to go through what's stopping the next person from wanting to change the zoning to larger multi apartment and smaller home lots?
2. How is this beneficial to anyone who already purchased or owns a home in this neighborhood? name one thing beneficial to existing neighbors if this were to happen?
3. Will you guarantee the existing neighbors there won't be trash along our roads because of these apartments?
4. Will you guarantee the existing neighbors there won't be junk cars parked on the road?
5. Do you know why I purchased my home? Specifically because this is a residential neighborhood, maximum duplex zoning, that's what I paid for and what I want

6. What's your plan for existing home owners to prevent home values from going down because of the apartments next door?

7. Shrinking the lot sizes to get more people into our neighborhood is simply a bad idea.

8. Why did I receive the 1st notice regarding meeting agenda on May 22nd? The day of that meeting?

9. What about security? It seems like people with low income can create a bad environment, is there a plan in place for this?

10. There is an existing creek in the middle of the area you want to develop, how is our rain water going to get into that creek without flooding out existing homes?





July 30, 2024

Monika Development LLC  
Monika Property  
McMinnville, OR 97128

RE: Utility Analysis – Monika Property  
J.O. 3522.0000.0

Lori Zumwalt:

Westech Engineering submits this Utility Analysis for Monika Property site development project in McMinnville, Oregon.

The remainder of this letter is divided into the following sections:

- Project Overview and Existing Conditions
- Summary of Utility Capacity
- Estimate Sewer Flow Methodology and Calculations
- Appendix A – Sanitary Sewer and Stormwater Maps

Short discussions on these items follow.

## **Project Overview and Existing Conditions**

The proposed project is located on a 2.93-acre site west of the intersection of Newby Street and Hoffman Street in McMinnville, Oregon. The project scope for is to develop 2.73 acres of the 2.93-acre site. Refer to the Civil Drawings for a site map of the project area. The proposed project will consist of 120 multifamily units on site.

The existing site is dirt and grass and has been tilled for agricultural use. There are 8 trees located on the site that are proposed to be removed. There is a drainageway that runs through the center of the site from west to east. Refer to the Civil Drawings for existing conditions.

## Summary of Utility Capacity

### Water

The 8" water mains in the existing system are sized for fire flows; therefore, the proposed multifamily development will be served with adequate fire flows and pressures, without adversely affecting existing users. The existing looped 8" water main carries approximately 1500-2400 GPM. The water demand of the proposed multifamily development is:

$$120 \text{ units} * 100 \text{ gpcd} * 2.6 \frac{\text{people}}{\text{unit}} * 3(\text{peaking factor}) = 93600 \text{ GPD} = \mathbf{65 \text{ GPM}}$$

Therefore, there is adequate line water capacity to serve existing development and development on the subject property of the kind that is allowed in the R-4 zone.

### Stormwater

Based on the City's Stormwater Facilities Plan there are no known stormwater capacity deficiencies in the area (see attached Figure 7-B3 for reference). Stormwater can feasibly either be discharged to the existing stormwater swale or downstream culverts. Upon development if a capacity issue does arise, the applicant could provide detention onsite to match the existing flows a mitigate the capacity issue.

### Sewer

Using an estimated 120-unit multi-family development as an example, the addition of 120 units the total sewer flows would be 0.76 cfs. Pipe capacity is 3.77 cfs for this residential area. See analysis exhibit in Appendix A. There is adequate capacity within the system to support 120 units.

## Estimate Sewer Flow Methodology and Calculations

### Sewer Flow Methodology

To calculate the existing peak flow, and proposed future flows the DEQ Design Criteria equations were used. The City of McMinnville doesn't have sewer monitoring information in this area; therefore, we estimated existing flows based on the number of existing dwellings and the average 2.6 persons per unit, which is consistent with the McMinnville Wastewater Conveyance Plan. The buildout flows were estimated with the same assumption as that of existing.

The proposed development is within the Fairgrounds basin and is controlled by the Northeast Pump Station. The Northeast pump station has a capacity of 1,080 gpm. The proposed development will produce 67 gpm (at peak flow), which accounts for 6% of the total capacity of the Northeast pump station. The McMinnville Wastewater Conveyance Plan does not indicate that the Northeast pump station is at capacity.

**Calculations**

To be conservative, the DEQ Design Criteria equations were used in lieu of the McMinnville regression equations in the wastewater conveyance plan because the DEQ Design Criteria provide higher flows and are therefore more conservative. The equations used for analysis, per DEQ Design Criteria are listed below for this analysis and to be conservative we assumed each apartment unit would house the same number of people as a single-family home.

Existing Peak Flow (Peaking factor of 3):

$$\left( [\#of\ units] * \left[ \frac{people}{lot} \right] * [per\ capita\ use] \right) + ([inflow\ and\ infiltration] * [Drainage\ Area])$$

Proposed Additional Peak Flow (Peaking factor of 3):

$$\left( [\#of\ units] * \left[ \frac{people}{lot} \right] * [per\ capita\ use] \right) + ([inflow\ and\ infiltration] * [Drainage\ Area])$$

Total Proposed Flow (Peaking factor of 3):

$$[Existing\ Peak\ Flow] + [Proposed\ Additional\ Peak\ Flow]$$

**Sewer Capacity Analysis:**

EXISTING PEAK FLOW:

$$\left( 277 \text{ dwelling units} * 2.6 \frac{\text{people}}{\text{unit}} * 100 \text{ gpcd} * 3 \right) + 2000 \text{ gpac} * 72 \text{ acres}$$

$$= 360,060 \text{ gpd} = 250 \text{ gpm} = \mathbf{0.56 \text{ cfs}}$$

PROPOSED ADDITIONAL PEAK FLOW:

$$\left( 120 \text{ dwelling units} * 2.6 \frac{\text{people}}{\text{unit}} * 100 \text{ gpcd} * 3 \right) + 2000 \text{ gpac} * 3 \text{ acres}$$

$$= 99,600 \text{ gpd} = 69 \text{ gpm} = \mathbf{0.15 \text{ cfs}}$$

GRANDHAVEN ELEMENTARY SCHOOL PEAK FLOW:

$$\left( 20 \frac{\text{gal}}{\text{student}} / \text{day} \right) * 470 \text{ students} * 3 = \mathbf{0.04 \text{ cfs}}$$

PARK PEAK FLOW:

$$\left( 2 \text{ dwelling units} * 2.6 \frac{\text{people}}{\text{unit}} * 100 \text{ gpcd} * 3 \right) + 2000 \text{ gpac} * 4 \text{ acres}$$

$$= 9,560 \text{ gpd} = 6.6 \text{ gpm} = \mathbf{0.01 \text{ cfs}}$$

TOTAL PEAK FLOW:

$$0.56 \text{ cfs} + 0.15 \text{ cfs} + 0.04 \text{ cfs} + 0.01 \text{ cfs} = \mathbf{0.76 \text{ cfs}}$$

$$\text{Pipe Capacity} = \mathbf{3.77 \text{ cfs}}$$

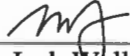
July 30, 2024  
Monika Development LLC

Monika Property – McMinnville, OR  
Utility Analysis  
Page 5

We thank you for the opportunity to offer our services. If you have any questions or need additional information regarding our Utility Analysis, please contact us at (503) 585-2474.

Sincerely,

**WESTECH ENGINEERING, INC.**



W. Josh Wells, P.E.



Digitally signed by  
William J. Wells  
Date: 2024.07.30  
12:29:56 -07'00'



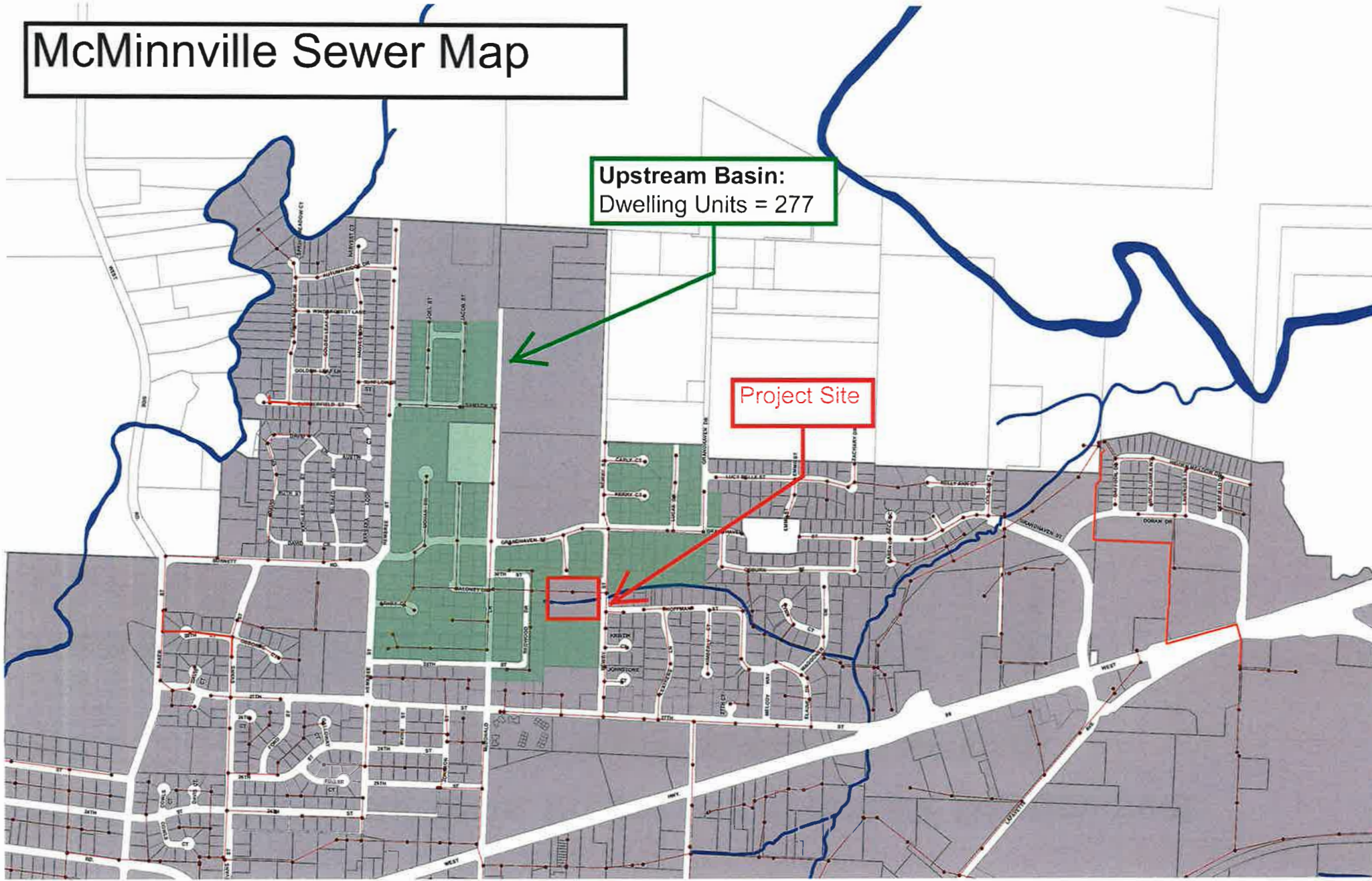
**MONIKA PROPERTY**  
**Utility Analysis**  
**McMinnville, Oregon**

**APPENDIX A**

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**SANITARY SEWER AND STORMWATER MAPS**

# McMinnville Sewer Map



# Sanitary Sewer Capacity vs. Proposed 120 Unit MF Development

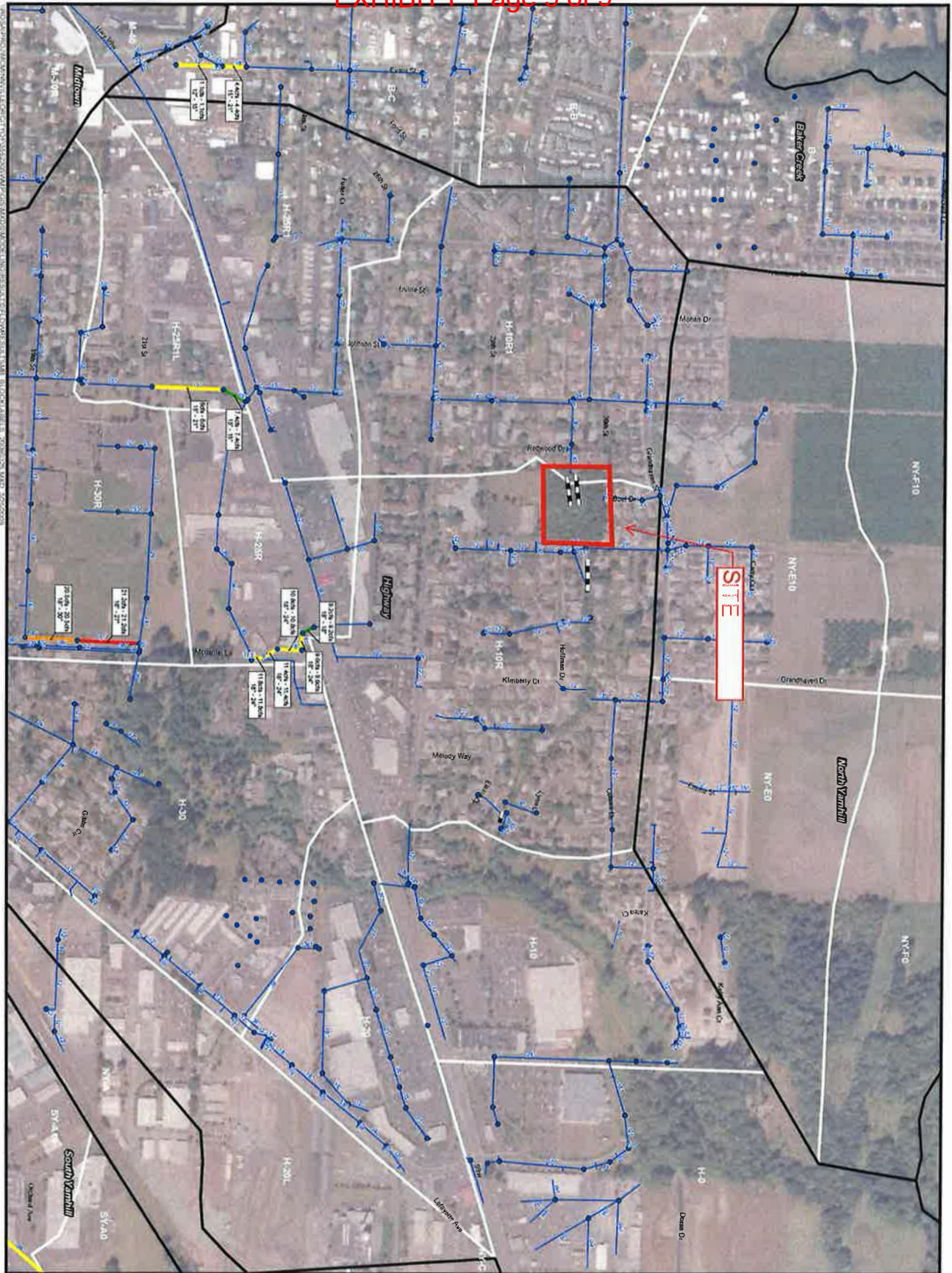
**BASIN INFO:**  
Total Existing Dwelling Units = 277  
Total Area = 55 AC

Proposed Dwelling Units = 120  
Total Area = 3 AC



**SEWER FLOWS:**

**TOTAL FLOW = 0.76 cfs**  
**PIPE CAPACITY = 3.77 cfs**



<p>Date: 3/25/2009</p>	<p>1 inch = 500 feet</p>	<p>Example: XX - YY</p> <p>Existing 10-year flow (cfs) - Future 10-year flow (cfs)</p> <p>XX - YY</p> <p>Exist Pipe Size - Future Pipe Size</p>	<p>Legend</p> <ul style="list-style-type: none"> <li>Manhole</li> <li>Major Basin</li> <li>Sub-Basin</li> <li>Culvert</li> <li>Existing Storm Pipe</li> </ul>	<p>Deficiency Rating</p> <ul style="list-style-type: none"> <li>Very Low</li> <li>Low</li> <li>Medium</li> <li>High</li> </ul>	<p><b>HYDRAULIC RESULTS &amp; RECOMMENDED IMPROVEMENTS</b></p> <p>City of McMinnville Stormwater Drainage Master Plan Page 236 of 512</p>	<p><b>FIGURE 7-B3</b></p>
		<p>CH2MHILL</p>	<p>Legend</p> <ul style="list-style-type: none"> <li>Manhole</li> <li>Major Basin</li> <li>Sub-Basin</li> <li>Culvert</li> <li>Existing Storm Pipe</li> </ul>	<p>Deficiency Rating</p> <ul style="list-style-type: none"> <li>Very Low</li> <li>Low</li> <li>Medium</li> <li>High</li> </ul>	<p><b>HYDRAULIC RESULTS &amp; RECOMMENDED IMPROVEMENTS</b></p> <p>City of McMinnville Stormwater Drainage Master Plan Page 236 of 512</p>	<p><b>FIGURE 7-B3</b></p>

---

**SENT VIA EMAIL**

August 27, 2024

Wendie Kellington  
4500 Kruse Way, STE #340  
Lake Oswego, OR 97035

[wk@KLGPC.com](mailto:wk@KLGPC.com)

Re: Zone Change (ZC 3-24) – Land Use Application Completeness Review

Dear Wendie Kellington,

Thank you for submitting the land use application for the proposed zone change of an existing parcel in McMinnville, Oregon. We look forward to working with you towards the completion of the review process to bring this development to our community. I will be the lead staff person in the McMinnville Planning Division on your land use application and your point of contact throughout the review process. Please feel free to contact me at any time during the review process if I may be of assistance.

The subject property is identified as Tax Lot R4409DC 01100. The partition application was submitted to the Planning Department on August 5, 2024, and has been filed as docket number ZC 3-24.

The first step of the land-use application review process is to review the application for completeness. We do this to ensure we have all the information required to process the land-use application. As a general reminder, the applicant holds the burden of proof to demonstrate that the proposal is approvable. Application narrative and plans submitted by the applicant are the only materials provided for the public and agency comment periods. By Oregon State Law we need to conduct and conclude our application completeness review within thirty days of receipt of the application. We then will let you know in writing whether or not the application is complete or incomplete. If we find that the application is incomplete we need to let you know why and provide you with the opportunity to submit the additional information needed. You then have the choice to let us know that you will provide the additional information or that you want to proceed with what you have provided.

The Planning Department has finished the completeness review of the application, and based on the information provided, ***the application has been deemed incomplete*** at this time, in accordance with McMinnville Municipal Code (MMC) Section 17.72.040 and ORS 227.178(2).

### **Completeness Items**

In order for the application to be deemed complete, the following information is requested to be submitted (those items in ~~strikethrough~~ are deemed completed at the time of this review, and those items in **bold** are requested):

17.72.020 Application Submittal Requirements. Applications shall be filed on forms provided by the Planning Department and shall be accompanied by the following:

~~A. A scalable site plan of the property for which action is requested. The site plan shall show existing and proposed features, such as access, lot and street lines with dimensions in feet, distances from property lines, existing and proposed buildings and significant features (slope, vegetation, adjacent development, drainage etc.)~~

~~B. An explanation of intent, nature and proposed use of the development, and any pertinent background information.~~

~~C. Property description and assessor map parcel number(s).~~

**D. A legal description of the property when necessary.**

**Correction #1:** The applicant has included a Title Report as part of their application materials, which identifies the legal description as “SEE METES & BOUNDS”; however, the metes & bounds were not included. Please submit a revised application, including the subject site's metes and bounds.

~~E. Signed statement indicating that the property affected by the application is in the exclusive ownership or control of the applicant, or that the applicant has the consent of all partners in ownership of the affected property.~~

~~F. Materials required by other sections of the McMinnville Zoning Ordinance specific to the land use application.~~

~~G. Other materials deemed necessary by the Planning Director to illustrate compliance with applicable review criteria, or to explain the details of the requested land use action.~~

17.72.095 Neighborhood Meetings.

**A. A neighborhood meeting shall be required for:**

1. **All applications that require a public hearing as described in Section 17.72.120**, except that neighborhood meetings are not required for the following applications:

~~a. Comprehensive plan text amendment; or~~

~~b. Zoning ordinance text amendment; or~~

~~c. Appeal of a Planning Director’s decision; or~~

~~d. Application with Director’s decision for which a public hearing is requested.~~

**Correction #1:** The proposed zone change application requires a public hearing per the application review summary table (MMC 17.72.090) and is subject to the public hearing requirement described in MMC 17.72.095(A)(1).

**B. Schedule of Meeting.**

1. **The applicant is required to hold one neighborhood meeting prior to submitting a land use application for a specific site. Additional meetings may be held at the applicant’s discretion.**

**Correction #1:** The applicant has not provided all the necessary materials, as required by MMC 17.72.095(G), to deem the application complete.

**G. Evidence of Compliance. In order for a land use application that requires a neighborhood meeting to be deemed complete, the following evidence shall be submitted with the land use application:**

- ~~1. A copy of the meeting notice mailed to surrounding property owners;~~
- ~~2. A copy of the mailing list used to send the meeting notices;~~

**3. One photograph for each waterproof sign posted on the subject site, taken from the adjacent right-of-way;**

**Correction #1:** Posted notice requirements for a neighborhood meeting are detailed in MMC 17.72.095(E).

MMC 17.72.095(E)(1). The applicant shall also provide notice of the meeting by posting one 18 x 24" waterproof sign on each frontage of the subject property not fewer than 20 calendar days nor more than 30 calendar days prior to the date of the neighborhood meeting.

Chapter 17.06 Definitions

Frontage – The length of the property line of a lot or parcel along a public right-of-way on which it borders.

The subject site borders two public rights-of-way: NE Newby Street and Buel Drive. The applicant provided only one photograph of a waterproof sign in the application materials. The application is deemed incomplete as a photograph of a waterproof sign from both frontages has not been provided.

**4. One 8 ½ x 11" copy of the materials presented by the applicant at the neighborhood meeting; and**

**Correction #1:** Please provide one copy of the materials presented by the applicant.

**5. Notes of the meeting, which shall include:**

- ~~a. Meeting date;~~
- ~~b. Meeting time and location;~~
- ~~c. The names and addresses of those attending;~~
- ~~d. A summary of oral and written comments received; and~~
- ~~e. A summary of any revisions made to the proposal based on comments received at the meeting. (Ord. 5047, §2, 2018, Ord. 5045 §2, 2017).~~

**Next Steps**

Please be advised that until you – as the applicant – take one of the following steps, per ORS 227.178(2), no further action will be taken on the application:

- 1) Submit all completeness items
- 2) Submit some completeness items and a written notice that no other information will be provided
- 3) Submit none of the completeness items and a written notice that no other information will be provided

Wendie Kellington  
Re: Zone Change Application – Application Completeness Review  
Date: August 27, 2024

Page 4

Per ORS 227.178(4), your application will be void if one of the three steps listed above is not taken within 180 days of the date the application was submitted. The date on which the application would become void is February 1, 2025.

Please return the requested completeness items so that we may review those items and the overall application materials again for completeness. Please be aware that staff makes every effort to identify all completeness issues with the first submittal. However, other completeness issues may arise as a result of each review. If you feel that we have made an error in our assessment, please notify us immediately so that we may resolve the issue.

If you have any questions regarding this matter, please contact me at (503) 474-4153 or by email at [taylor.graybehl@mcminnvilleoregon.gov](mailto:taylor.graybehl@mcminnvilleoregon.gov).

Sincerely,



Taylor Graybehl, AICP  
Senior Planner

Cc: Lori Zumwalt, [loriz.premier@gmail.com](mailto:loriz.premier@gmail.com)



August 30, 2024

Via Electronic Mail  
Taylor Graybehl  
McMinnville Planning  
231 NE Fifth Street  
McMinnville, Or 97128

RE: ZC 3-24 Monika Zone Change

Dear Taylor,

This letter responds to your incompleteness letter dated August 27, 2024. Please include this letter and its exhibits in the record for the above-referenced matter. As an initial matter, we wish to clarify that the application that was submitted was not for a partition as the letter states, but for a zone change. In response to the city's incompleteness letter, the applicant provides all of the requested materials per ORS 227.178(2)(a). Please note that no other information will be provided in response to the city's incompleteness letter and the application must therefore be deemed complete upon receipt of this letter and its exhibits. ORS 227.178(2). The information requested and provided is identified below:

1. Metes and Bounds legal description of the property: RESPONSE: this is Exhibit 1.
2. "The application is deemed incomplete as a photograph of a waterproof sign from both frontages has not been provided." RESPONSE: While only one frontage sign is required, two signs were posted on the subject property's Newby Street frontage. A photograph of one of those signs that was posted on Newby Street is Exhibit 2. Note: No sign was posted upon Buel Street. The Buel St. frontage at the subject property is undeveloped, and on the other side of a street plug barring public access and that barrier to the right of way is covered in 6' of blackberries. A sign posted at the subject property's frontage on the Buel St right-of-way would serve no purpose because no one could see it.
3. "Please provide one copy of the materials presented by the applicant." RESPONSE: Exhibit 3, p 1, is a copy of the zoning map that was handed out at the neighborhood meeting. The second neighborhood meeting notice that the map was attached to is Exhibit 3 p 2. No other materials were presented at the neighborhood meeting because there is no specific development proposal; rather the proposal is only for a zone change. The zone change was discussed orally with neighbors. See minutes of this meeting that

are already in the record.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read "Wendie L. Kellington". The signature is written in a cursive style with a large, looping initial "W".

Wendie L. Kellington

WLK:wlk

CC: Client



# FIRST AMERICAN TITLE

# Property Research Report

## SUBJECT PROPERTY

**Parcel #:** 125607

**Map & Taxlot #:** R4409DC01100

**County:** Yamhill

## OWNER

Monika Development LLC

## DATE PREPARED

Date: 08/29/2024

## PREPARED BY

ngervacio@firstam.com



*First American Title*

Customer Service Department  
503-476-8735  
csfirst@firstam.com

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*First American Title*

Customer Service Department  
503-476-8735  
csfirst@firstam.com  
Date: 08/29/2024

**OWNERSHIP INFORMATION**

Owner: Monika Development LLC  
CoOwner:  
Site: McMinnville OR 97128  
Mail: 2470 SW West Wind Dr McMinnville OR 97128

Parcel #: 125607  
Ref Parcel #: R4409DC01100  
TRS: 04S / 04W / 09 / SE  
County: Yamhill

**PROPERTY DESCRIPTION**

Map Grid: 770-J2  
Census Tract: 030602 Block: 3015  
Neighborhood: McMinnville General  
School Dist: 40 McMinnville  
Impr Type: 0  
Subdiv/Plat:  
Land Use: 190 - Residential - Potential development - Vacant  
Std Land Use: RSFR - Single Family Residence  
Zoning: R-3 - Two-Family Residential  
Lat/Lon: 45.230404 / -123.185075  
Watershed: North Yamhill River  
Legal: See Metes & Bounds

**ASSESSMENT AND TAXATION**

Market Land: \$488,578.00  
Market Impr: \$0.00  
Market Total: \$488,578.00 (2023)  
% Improved: 0.00%  
Assessed Total: \$150,006.00 (2023)  
Levy Code: 40.0  
Tax: \$2,535.48 (2023)  
Millage Rate: 16.4925  
Exemption:  
Exemption Type:

**PROPERTY CHARACTERISTICS**

Bedrooms:	Total SqFt:	Year Built:
Baths, Total:	First Floor:	Eff Year Built:
Baths, Full:	Second Floor:	Lot Size Ac: 2.93 Acres
Baths, Half:	Basement Fin:	Lot Size SF: 127,630 SqFt
Total Units:	Basement Unfin:	Lot Width:
# Stories:	Basement Total:	Lot Depth:
# Fireplaces:	Attic Fin:	Roof Material:
Cooling:	Attic Unfin:	Roof Shape:
Heating:	Attic Total:	Ext Walls:
Building Style:	Garage:	Const Type:

**SALES AND LOAN INFORMATION**

Owner	Date	Doc #	Sale Price	Deed Type	Loan Amt	Loan Type
Monika Development LLC	01/25/2022	2022-		Deed		Conv/Unk
MONIKA DEVELOPMENT LLC	01/25/2022	2022-01226				
PREMIER DEV LLC	11/04/2021	2021-21888	\$870,000.00	Deed		Conv/Unk
LEONARD JOHNSON	01/17/2018	2018-00776	\$720,000.00	Deed		Conv/Unk
JOHN C LAUTENBACH	12/29/2017	2017-20714		Deed		Conv/Unk
LAUTENBACH JOHN C & MONIKA TRUST	12/29/2017	2017-20715		Deed		Conv/Unk
RECORD OWNER	01/01/1999	1999-21523		Deed		Conv/Unk
JOHN C LAUTENBACH	07/02/1987	1987-05182	\$25,000.00	Deed		Conv/Unk
	01/01/1984	1984-00365		Deed		Conv/Unk
RECORD OWNER				Deed		Conv/Unk

Sentry Dynamics, Inc. and its customers make no representations, warranties or conditions, express or implied, as to the accuracy or completeness of information contained in this report.

After recording return to:  
Monika Development, LLC  
2470 SW West Wind Dr  
McMinnville, OR 97128

OFFICIAL YAMHILL COUNTY RECORDS  
BRIAN VAN BERGEN, COUNTY CLERK

202201226



\$86.00

All tax statements shall be sent to the following:  
Monika Development, LLC  
2470 SW West Wind Dr  
McMinnville, OR 97128

01/25/2022 01:53:06 PM

DMR-DDMR Cnt=1 Stn=3 SUTTONS  
\$10.00 \$5.00 \$11.00 \$60.00

WARRANTY DEED - - STATUTORY FORM

Premier Development, LLC, 2470 SW West Wind Dr, McMinnville, OR 97128, Grantor(s), conveys and warrants to Monika Development, LLC, 2470 SW West Wind Dr, McMinnville, OR 97128. Grantee(s), The following described real property, free of encumbrances except as specifically set forth herein, to wit:

See attached Exhibit A: legal description

The true consideration for this conveyance is \$0.00.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 25 day of January, 2022

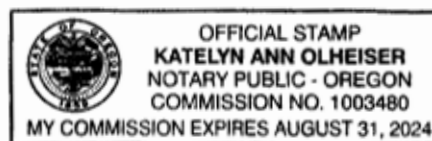
Premier Development, LLC

BY: Lori L. Zumwalt, Member  
Lori L. Zumwalt, Member

State of Oregon, County of Yamhill ) SS.

This instrument was acknowledged before me on January 25<sup>th</sup>, 2022 by Lori L. Zumwalt, Member of Premier Development, LLC

Katelyn Ann Olheiser  
Notary Public for Oregon  
My Commission Expires August 31, 2024



Statutory Warranty Deed  
- continued

**EXHIBIT A**

**LEGAL DESCRIPTION:** Real property in the County of Yamhill, State of Oregon, described as follows:

**BEING A PART OF THE JAMES T. HEMBREE AND WIFE DONATION LAND CLAIM, NOTIFICATION NO. 1215, CLAIM NO. 46, IN SECTIONS 9 AND 16, TOWNSHIP 4 SOUTH, RANGE 4 WEST OF THE WILLAMETTE MERIDIAN IN YAMHILL COUNTY, OREGON, WHICH SAID PART IS MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:**

**BEGINNING AT A POINT 467.82 FEET SOUTH 00°44' WEST AND 1,653.56 FEET EAST OF THE NORTHEAST CORNER OF THE JOHN G. BAKER DONATION LAND CLAIM NO. 49 IN SAID TOWNSHIP AND RANGE, SAID POINT BEING ALSO THE NORTHEAST CORNER OF THE TEN ACRE TRACT OF LAND CONVEYED BY DELIA M. STOUT AND M. ALICE BURDETT AND HUSBAND TO G. W. MEAD, BY DEED RECORDED IN BOOK 110, PAGE 230, DEED RECORDS OF YAMHILL COUNTY, OREGON; THENCE NORTH FROM THIS POINT, 108.23 FEET TO THE TRUE POINT OF BEGINNING; THENCE WEST, 402.50 FEET; THENCE NORTH, 324.66 FEET; THENCE EAST 402.50 FEET TO THE WEST LINE OF THE COUNTY ROAD, NOW THERE; THENCE SOUTH 324.66 FEET TO THE PLACE OF BEGINNING.**

**SAVE AND EXCEPT THAT PORTION CONVEYED TO THE CITY OF MCMINNVILLE, A MUNICIPAL CORPORATION OF THE STATE OF OREGON IN STREET DEED RECORDED SEPTEMBER 14, 1990 IN FILM VOLUME 247, PAGE 1332, DEED AND MORTGAGE RECORDS.**

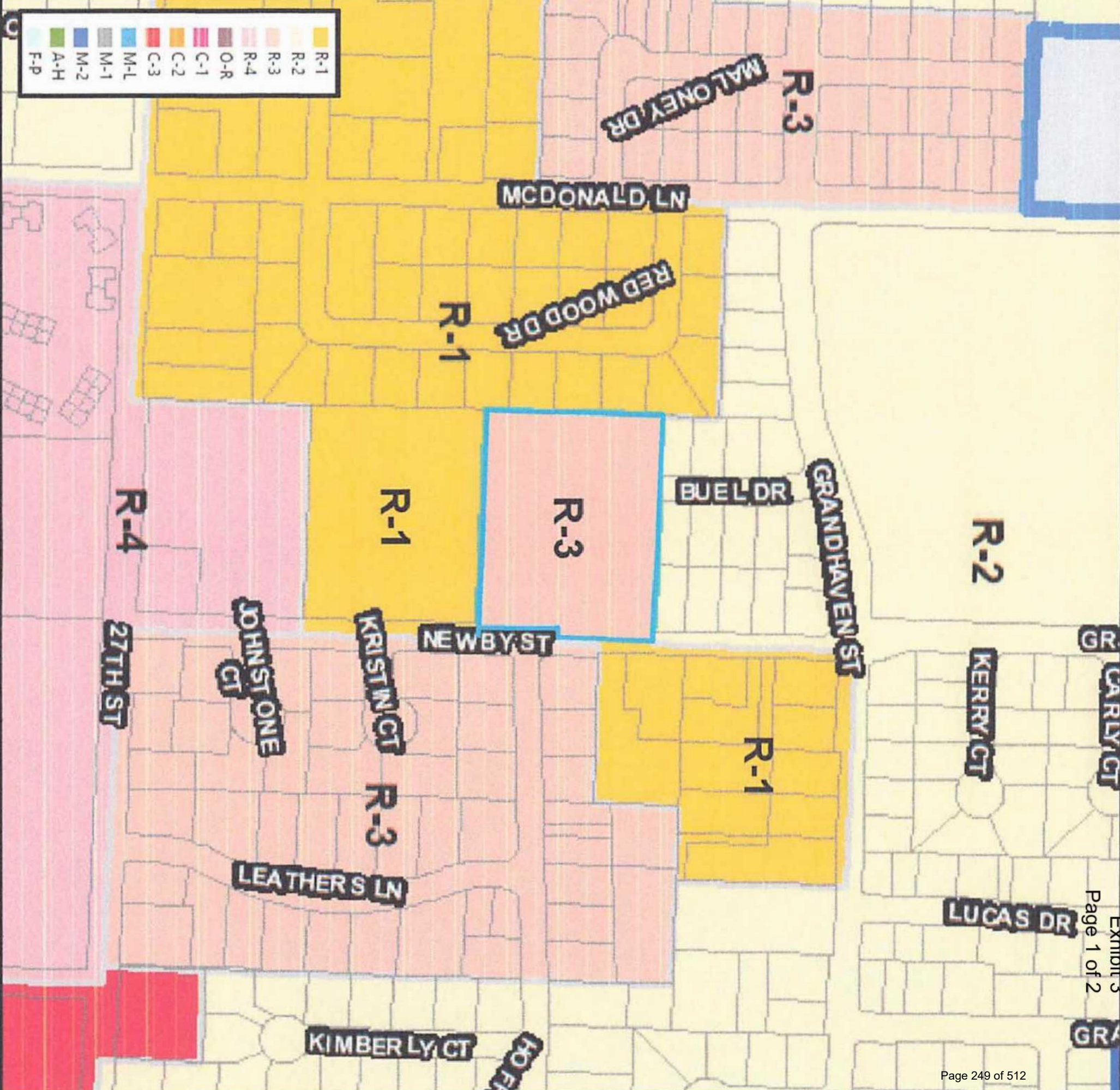
**NOTE: This Legal Description was created prior to January 01, 2008.**



**NEIGHBORHOOD MEETING**  
FUTURE LAND USE APPLICATION:  
Zone Change Application  
DATE: June 12<sup>th</sup>  
TIME: 6:00 PM  
LOCATION: McMinnville Community Center  
RM 201  
CONTACT: Lari Zumwalt  
PHONE: 503-437-6477



Yellow	R-1
Light Yellow	R-2
Light Orange	R-3
Light Pink	R-4
Light Purple	O-R
Light Blue	C-1
Light Green	C-2
Light Cyan	C-3
Light Blue-Green	M-1
Light Blue	M-2
Light Green	A-H
Light Cyan	F-P



## NOTICE OF NEIGHBORHOOD MEETING

DATE: June 12, 2024

TIME: 6:00 PM

LOCATION: McMinnville Community Center, Room 201

### PROPOSAL AND PROJECT DESCRIPTION

This proposal is a land use application for a zone change for the 2.93 acre property located between NE Newby Street and Buel Street in McMinnville, Oregon in Yamhill County (Tax Lot 1100, Section 9 DC, T. 4 S., R. 4 W., W. M.)

The proposal is to change the zone from an R-3 residential zone to an R-4 residential zone.

The R-3 zone allows for single family lots, duplex and triplex lots with a minimum square footage of 6000 square feet, as well as, middle housing. The R-4 zone will allow for single family lots with a minimum of 5000 square feet, as well as, middle housing and apartments. This change in zoning would allow for increased density, some added flexibility in design layout, and sensitivity to the open storm drainage. There is no specific development plan at time.

### TENTATIVE MEETING AGENDA ON ~~MAY 22, 2024~~ June 12 2024

6:00 pm - 6:05 pm. Introductions

6:05 pm - 6:15 pm. Proposal for zone change

6:15 pm - 7:00 pm. Opportunity for attendees to speak and ask questions

If you have any questions about the meeting, please contact Lori Zumwalt.

CONTACT NAME: Lori Zumwalt

CONTACT EMAIL: [loriz.premier@gmail.com](mailto:loriz.premier@gmail.com)

CONTACT NUMBER: 503-437-0477



**City of McMinnville**  
**Community Development**  
 231 NE Fifth Street  
 McMinnville, OR 97128  
 (503) 434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## EXHIBIT 3 – STAFF REPORT

**DATE:** November 7, 2024  
**TO:** Planning Commission Members  
**FROM:** Heather Richards, Community Development Director  
**SUBJECT:** Public Hearing: Parks, Recreation and Open Space Plan Update – Comprehensive Plan Adoption (Docket #: G 5-24)

### STRATEGIC PRIORITY & GOAL:



#### GROWTH & DEVELOPMENT CHARACTER

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



#### ENGAGEMENT & INCLUSION

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

---

### Report in Brief:

This is a legislative public hearing to consider the adoption of the Parks, Recreation and Open Space Plan Update (PROS Plan) as part of the McMinnville Comprehensive Plan so that it can be utilized as part of the land-use program.

The City’s Comprehensive Plan is divided into three volumes per the following:

*Volume I – Background Information:* (Both the narrative of and supporting documentation for the goals and policies developed by the community. It is a reference resource that can be used to interpret the intent of the goal and policy statements.)

*Volume II – Goals and Policies:* (These goals and policies are the culmination of the research, inventories and projections of Volume I and reflect the directives expressed through the citizen involvement process in adopting the plan. All future land use decisions must conform to the applicable goals and policies of this volume.

*Volume III – Implementing Ordinances:* (Measures to carry out the goals and policies of the plan, including the comprehensive plan and zoning map, annexation, zoning and land division ordinances, and the planned development overlays placed on areas of special significance.

This docket is comprised of four proposed amendments to the McMinnville Comprehensive Plan per the following:

- Adopt the PROS Plan and its appendices as a *supplemental document* of the Comprehensive Plan. (See Exhibit A).

- ***Amend Comprehensive Plan, Volume I:*** Replaces existing data, inventory and maps with the new data in the PROS Plan Update, including existing park inventory, goals and policies relative to land-use (level of service for land need, policies for identifying future location of parks, etc.), future parks map to serve the City 2021 – 2041, and the process used to develop the PROS Plan Update. (See Exhibit B).
- ***Amend Comprehensive Plan, Volume II:*** Amends the goals and policies as necessary to support the PROS Plan Update goals and policies relative to equity, access, locational decision-making and stewardship, private and public parks. (See Exhibit C).
- ***Amend Comprehensive Plan, Volume III:*** Amends the framework plan to reflect the reduced level of service identified in the PROS Plan Update impacting the number of parks and acreage identified in the Framework Plan for the UGB Urban Holding Comprehensive Plan designations. (See Exhibit D).

The PROS Plan Update was a multi-year effort with extensive community engagement, and public meetings with the Diversity, Equity, and Inclusion Advisory Committee (formally acting as the Project Advisory Committee), Planning Commission and City Council. Providing a 20-year vision (2021 – 2041) and comprehensive guide for future projects, policies, and programs, the PROS Plan is founded on involvement from thousands of interested and involved community members and a technical analysis of needs and priorities.

The PROS Plan Update provides the city an updated inventory of existing facilities, and an equity lens for decision-making. The plan, will be the city’s guiding document for the acquisition, design, maintenance and programming of City of McMinnville parks, open spaces and natural areas, now and into the future.

The PROS Plan Update will be utilized in the land-use program in the following manner:

- 1) Identify future location of planned parks based on adopted community values.
- 2) Require land and park improvements with land-use applications.
- 3) Forecast future park land need based on adopted acreage levels of service per capita.
- 4) Utilize community-adopted goals and policies for Parks, Recreation and Open Space planning.

The Planning Commission will vote to make a recommendation to the City Council.

**Background:**

On June 25, 2024, the McMinnville City Council approved Resolution No. 2024-38 adopting the attached Parks, Recreation and Open Space Plan (PROS Plan) (Exhibit A), replacing and superseding any previous PROS Plan currently in use for all purposes except land use. (Please see attached Resolution.)

In order for a community’s Parks, Recreation, and Open Space Plan to be utilized in the city’s land-use programs it (or components of it) need to be adopted into the City’s Comprehensive Plan through an acknowledged land-use approval process – including public notice to the Department of Land Conservation and Development, public hearings with the Planning Commission, a Planning Commission recommendation to the City Council and final adoption by Ordinance by City Council. This process allows for public testimony and appeals and thus is

considered the legal process that a City must follow to utilize a planning document as part of its overall land-use program. (ORS 197.625 and ORS 227.186(2)).

Historically, the City has utilized its PROS Plan to support the community's parks program by establishing a level of service of parks development within the city to serve the population as part of its land needs forecasting for future park land; identifying the location of future parks for land dedication as part of a land division application (subdivision, partition); and requiring the development of parks as part of planned development or master plan.

This has been accomplished through the adoption of the plan in its entirety or components of the PROS Plan in the city's comprehensive plan. The City has

Part of Resolution No. 2024-38 was a direction to city staff to begin preparing the Comprehensive Plan amendments related to the PROS Plan for future council consideration.

### **Discussion:**

The purpose of the PROS Plan Update is to update inventory and existing conditions of McMinnville's Parks, Recreation and Open Space programs. Document the needs and priorities of the program for the planning horizon of 2021 – 2041. Identify community-supported vision and goals for the program based on extensive public engagement activities. And recommend capital improvement projects and policies for the planning horizon.

The PROS Plan Update will replace the 1999 Parks, Recreation and Open Space Plan as the guiding document for land-use decisions. Some of the changes in the PROS Plan Update are:

- 1) Updated data of existing parks inventory, condition of existing parks inventory and how that parks inventory serves the community in terms of proximity and access, safety and maintenance.
- 2) Addition of program goals and policies relative to maintenance and safety when considering programming equity throughout the city.
- 3) Equity considerations relative to socio-economics, demographics, population density, etc. when determining park, recreation and open space need and investments throughout the city.
- 4) Reduction of an acreage level of service from 14.0 acres per thousand people to 10.3 acres per thousand people of public park land to serve the community's needs.
- 5) Planned park programming for the UGB expansion areas identified in the McMinnville Growth Management and Urbanization Plan (MGMUP) Framework Plan reduced by 50%.

### **Proposed Amendments to the Comprehensive Plan to Support the PROS Plan Update noticed to DLCD on October 2, 2024:**

Following is the proposed schedule for the adoption of the PROS Plan as part of the City's Comprehensive Plan. This schedule will allow the City to leverage the reduced level of service of acreage per capita identified in the PROS Plan Update as a housing land-use efficiency in its

concurrent growth planning process, and utilize the PROS Plan Update in future annexation agreements and development projects.

**Parks Plan – Acknowledged Adoption Calendar:**

PC Work Session	September 19, 2024
DLCD Notice	October 2, 2024
PC/CC Work Session	October 22, 2024
PC Public Hearing #1	November 7, 2024
PC Public Hearing #2*	December 5, 2024
CC Ordinance Adoption	January 14, 2025
Ordinance in Effect	February 14, 2025
<i>*If needed.</i>	

**Attachments:**

- Attachment 1: DLCDC PAPA Notice of Comprehensive Plan Amendment
  - Exhibit A: Parks, Recreation and Open Space Plan Update and Appendices
  - Exhibit B: Proposed Amendments to Volume I, Comprehensive Plan, Background Information
  - Exhibit C: Proposed Amendments to Volume II, Comprehensive Plan, Goals and Policies
  - Exhibit D: Proposed Amendments to the MGMUP Framework Plan
- Attachment 2: Resolution No. 2024-38

**Recommendation:**

Staff recommends the Planning Commission votes to recommend adopting the proposed amendments to the McMinnville Comprehensive Plan, Volumes I, II and III to support the June, 2024, Parks, Recreation and Open Space Update Plan to the McMinnville City Council.

**“I MOVE THAT THE PLANNING COMMISSION RECOMMEND THAT THE CITY COUNCIL ADOPT THE PROPOSED AMENDMENTS TO THE MCMINNVILLE COMPREHENSIVE PLAN, VOLUMES I, II AND III TO SUPPORT THE JUNE, 2024, PARKS, RECREATION AND OPEN SPACE UPDTE PLAN.”**



NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION FORM 1

FOR DLCD USE File No.: Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation at least 35 days before the first evidentiary hearing.

Jurisdiction: City of McMinnville

Local file no.: G 5 - 24

Please check the type of change that best describes the proposal:

- Urban growth boundary (UGB) amendment including more than 50 acres... UGB amendment over 100 acres... Urban reserve designation... Periodic review task... X Any other change to a comp plan or land use regulation

Local contact person (name and title): Heather Richards, Community Development Director Phone: 503-474-5107 E-mail: Heather.Richards@mcminnvilleoregon.gov Street address: Community Development Center, 231 NE Fifth Street City: McMinnville Zip: 97128

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

Amendments to the McMinnville Comprehensive Plan to support the June 2024 Parks, Recreation and Open Space Plan (PROS Plan), adopting the PROS Plan as a supplemental document to the McMinnville Comprehensive Plan and amending Volume I (Background Information), Volume II (Goals and Policies) and Volume III (Implementing Ordinances). See attached exhibits.

Date of first evidentiary hearing: November 7, 2024 Date of final hearing: November 7, 2024

Check all that apply:

- X Comprehensive Plan text amendment(s) Comprehensive Plan map amendment(s) - Change from to Change from to New or amended land use regulation Zoning map amendment(s) - Change from to Change from to An exception to a statewide planning goal is proposed - goal(s) subject to exception: Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL): City-Wide

List affected state or federal agencies, local governments and special districts: Not/Applicable

# NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

---

1. Except under certain circumstances,<sup>1</sup> proposed amendments must be submitted to DLCD’s Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCD receives the proposal in its Salem office. **DLCD will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist  
Dept. of Land Conservation and Development  
635 Capitol Street NE, Suite 150  
Salem, OR 97301-2540

This form is available here:

<https://www.oregon.gov/LCD/CPU/Pages/Plan-Amendments.aspx>

4. **Electronic submittals** may be sent via e-mail. Address e-mails to [plan.amendments@dlcd.oregon.gov](mailto:plan.amendments@dlcd.oregon.gov) with the subject line “Notice of Proposed Amendment.”

FTP may be needed for large file submittals. Contact DLCD for FTP information.

DLCD encourages all users to submit a PAPA via PAPA Online at:

<https://www.oregon.gov/LCD/CPU/Pages/Plan-Amendments.aspx>

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-373-0050 or [plan.amendments@dlcd.oregon.gov](mailto:plan.amendments@dlcd.oregon.gov).

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCD of the effect of the proposal. “Text” means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½” x 11” paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

---

<sup>1</sup> 660-018-0022 provides:

(1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and

(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.



**If you have any questions** or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-373-0050 or e-mail [plan.amendments@dlcd.oregon.gov](mailto:plan.amendments@dlcd.oregon.gov).

**Notice checklist. Include all that apply:**

X Completed Form 1

X The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)

Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained

A map of the affected area showing existing and proposed plan and zone designations

A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable

Any other information necessary to advise DLCD of the effect of the proposal

Exhibit A



City of

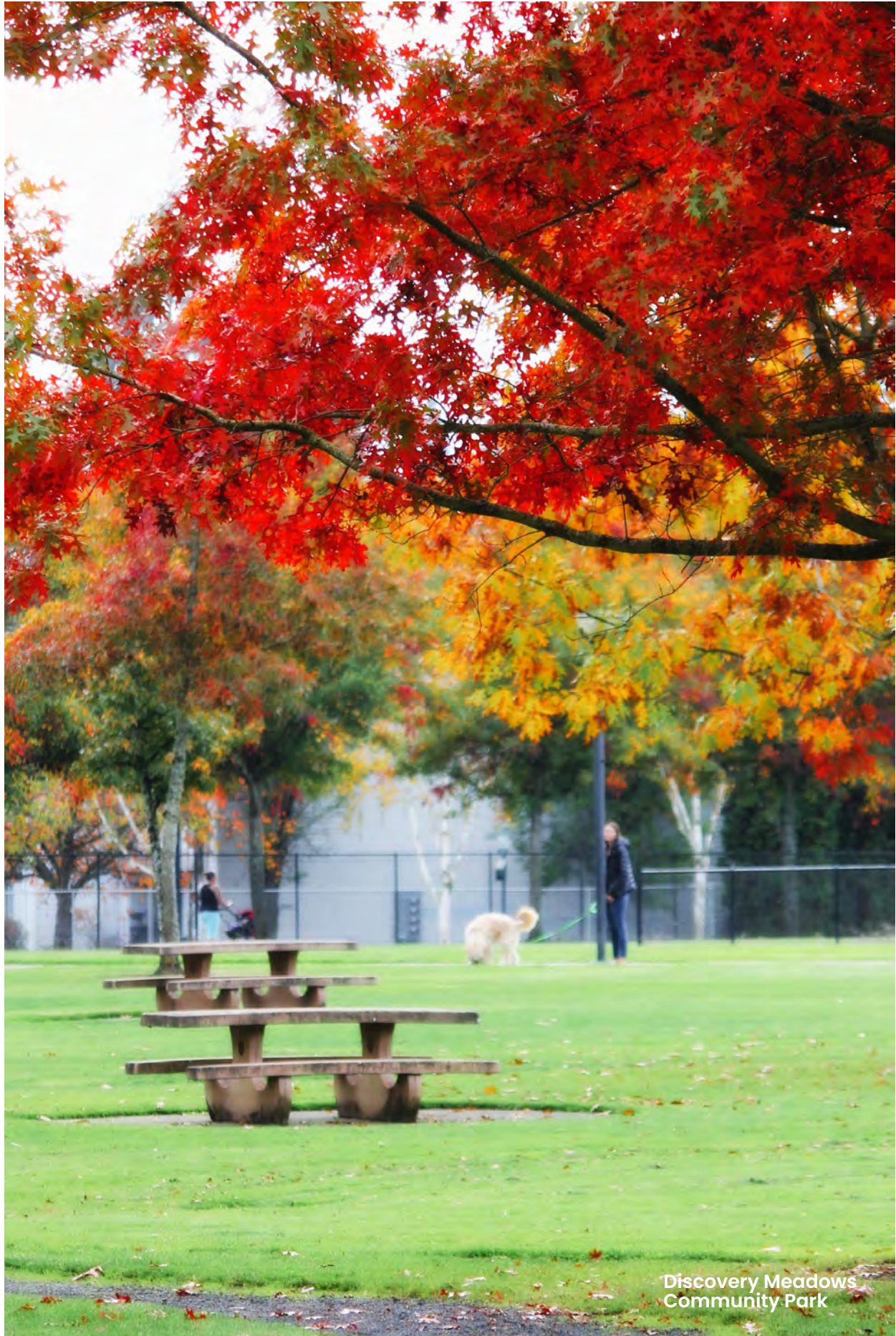
# McMinnville

PARKS, RECREATION  
AND OPEN SPACE  
PLAN

**Play | Explore | Grow | Connect**

JUNE 2024





Discovery Meadows  
Community Park

## ACKNOWLEDGMENTS

The City of McMinnville extends deep gratitude to everyone who contributed to the development of the Parks, Recreation, and Open Space Plan. The immense amount of effort devoted to this planning process is indicative of the commitment by the residents, City staff, and elected officials of McMinnville to enact positive change within their community and to shape the parks and recreation system for years to come.

### CITY COUNCIL

Mayor Remy Drabkin  
Council President Adam Garvin, Ward 3  
Councilor Sal Peralta, Ward 1  
Councilor Chris Chenoweth, Ward 1  
Councilor Kellie Menke, Ward 2  
Councilor Zack Geary, Ward 2  
Councilor Jessica Payne, Ward 3

### PLANNING COMMISSION

Chair Sidonie Winfield, At Large  
Co-Chair Gary Langenwalter, Ward 3  
Beth Rankin, Ward 1  
Rachel Flores, Ward 1  
Brian Randall, Ward 2  
Dan Tucholsky, Ward 2  
Sylla McClellan, Ward 3  
Matthew Deppe, At Large  
Megan Murray, At Large

### CONSULTANT TEAM



[www.migcom.com](http://www.migcom.com)  
in association with Talitha Consults  
and Community Attributes, Inc. (CAI)

### DIVERSITY EQUITY AND INCLUSION ADVISORY COMMITTEE

Abby Thomas  
Caitlin Nemeth  
Christine Bader  
Diane Rhee  
Efrain Arredondo  
Karina Alcantara  
Katherine Martin  
Larry Miller  
Myrna Khoury  
Tony Lai  
Zack Geary

### PROJECT MANAGEMENT TEAM

Susan Muir, Parks and Recreation Director  
Anne Pagano, Public Works Director  
David Renshaw, Superintendent  
Heather Richards, Community Development  
Director  
Katie Noyd, Community Center Manager  
Liz Fliszar, Park Maintenance Supervisor  
Noelle Amaya, Communications &  
Engagement Manager  
Tom Schauer, Senior Planner

# CONTENTS

## EXECUTIVE SUMMARY

### 1 INTRODUCTION

Purpose Of The Plan .....	14
Planning Process .....	15
Planning Background .....	16
Setting and Context .....	17
The McMinnville Community .....	19

### 2 PARK SYSTEM SNAPSHOT

McMinnville’s Park and Recreation Assets.....	24
i. Existing Park and Recreation System Map .....	27
ii. Park Inventory .....	28
iii. Park Condition Assessment .....	35
iv. Recreation Programs .....	36
v. Indoor Recreation Facilities .....	38
vi. Systems, Operations and Maintenance .....	40

### 3 VISION, GOALS, AND OBJECTIVES

Community Engagement Summary.....	46
Vision.....	48
Goals and Objectives.....	49
i. Parks and Facilities .....	50
ii. Open Spaces, Greenways, and Trails.....	54
iii. Recreation Programs and Services .....	56
iv. Maintenance and Stewardship.....	60
v. Management and Collaborative Partnerships.....	62

## **4 OPPORTUNITIES**

Engagement Common Themes .....	66
Park Land Needs .....	68
i. Parkland Level of Service .....	68
ii. Park Access Gaps .....	70
1. Developed Park Service Area Map.....	73
2. Access to Sports Facilities and Play Areas Map.....	75
iii. Equity Findings .....	76
Recreation Facility Needs .....	80
Trail Needs .....	88
Recreation Program Needs .....	89

## **5 ACTION PLAN**

20-Year Capital Improvement Projects .....	92
Future Parks and Recreation System Map .....	96
Short-Term Action Plan .....	100
Short-Term Funding Plan.....	104
Prioritization Criteria .....	104
Implementation Steps.....	107

## **APPENDICES**

Appendix A Park and Recreation Facility Inventory
Appendix B Online Values and Needs Survey Summary
Appendix C 20+ Year Capital Project and Operations Costs
Appendix D Online Priority Projects Survey Summary

# EXECUTIVE SUMMARY

---

After a nearly two-year process, the City has developed this Parks, Recreation and Open Space Plan (PROS Plan or Plan) that provides a 20-year vision and comprehensive guide for future projects, policies, and programs. The PROS Plan is founded on involvement from thousands of interested and involved community members and a technical analysis of needs and priorities. This Plan is organized as follows:

1

**CHAPTER 1: INTRODUCTION** Outlines the purpose of the Plan, the planning process, and the plan organization.

2

**CHAPTER 2: PARK SYSTEM SNAPSHOT** Provides an overview of the McMinnville community and existing park system.

3

**CHAPTER 3: VISION, GOALS, AND OBJECTIVES** Presents the new vision, goals and objectives that will inform the envisioned future of McMinnville's parks and recreation system for the next 20 years.

4

**CHAPTER 4: OPPORTUNITIES** Summarizes community engagement key themes and park land, recreation facility, trail, and recreation program needs.

5

**CHAPTER 5: ACTION PLAN** Outlines recommendations for the future parks and recreation system, implementation, funding, and project prioritization.



**West Hills  
Neighborhood Park**



## PLANNING PROCESS

The PROS Plan was developed through a 31-month process that combined broad community engagement with a data-driven technical analysis to identify community needs and priorities. Community members, city leaders, and partner organizations all contributed to the development of the vision, goals, and objectives of this Plan. The planning process included four phases:

### PHASE 01: INVENTORY

A review of existing conditions and analysis of opportunities and challenges across the park and recreation system.

### PHASE 02: ASSESSMENT

Community outreach activities to document needs and ideas for future improvements and to develop the future vision for the park system.

### PHASE 03: STRATEGY

Development of recommendations and projects for the long-term future.

### PHASE 04: ACTION PLAN

Prioritize projects and develop, review, and refine the PROS Plan with the community.



## PARK SYSTEM SNAPSHOT

The City of McMinnville manages 28 developed parks and three indoor community facilities in addition to three trail/linear park systems and 16 natural areas. These sites support a variety of indoor and outdoor recreation opportunities, events, and programs.



## COMMUNITY ENGAGEMENT SUMMARY

The City held a variety of meetings, surveys, and outreach activities throughout the planning process to understand community needs and priorities and to develop the Plan's community vision for the future.



**2,338** Online Values and Needs Survey (Survey 1) respondents



**1,395** Online Priority Projects Survey (Survey 2) respondents



**8** in-depth interviews



**3** community pop-up events



**12** meetings with City Council, Planning Commission, and the DEIAC

---

## COMMUNITY VISION

The PROS Plan vision combines the values and interests of community members that contributed their ideas during the planning process.

**McMinnville, parks and recreation define our incredible city by bringing the community together through an inclusive and interconnected system. From natural areas, vibrant public spaces, and variety of parks, events, and programs, our community enjoys a high quality of life that is safe and welcoming for everyone.**

Together, these opportunities provide for lifelong learning and fun for all ages, healthy lifestyles and natural habitats, and community cohesion, while also supporting our local economy, and unique heritage and culture. McMinnville's parks and recreation system is equitable for everyone in every neighborhood, and we are committed to stewarding these places and opportunities for future generations.

**INCLUSIVE - INTERCONNECTED - VIBRANT - SAFE - WELCOMING**

## THE FUTURE SYSTEM

Over the next 20 years, the City of McMinnville will enhance its park system through new park development, as well as maintaining, improving and enhancing existing sites. To help the City achieve this community vision, this Plan provides a guide for implementation of both short-term and long-term capital improvement projects for McMinnville's envisioned future park and recreation system.

### 20-YEAR CAPITAL IMPROVEMENT PROJECTS

There are **129** proposed capital improvement projects that will be completed over the next 20-plus years. These are organized into the following **four** key community need categories.



#### CONNECTIONS

Trails and access improvements

**28** projects at **22** parks



#### PLAY AND GATHERING

Play areas, sports facilities, or community spaces

**34** projects at **24** parks



#### REINVESTMENT

Infrastructure repair/replacement and replace worn or aging park assets

**64** projects at **26** parks



#### NATURE

Natural area improvements

**3** projects at **3** parks



**Above: City Park**



# INTRODUCTION

Situated in the heart of the Willamette Valley at a bend in the South Yamhill River, McMinnville is a charming community with a walkable downtown, year-round attractions, and diverse recreational opportunities for people of all ages and backgrounds. This chapter provides an overview of the planning process, background information, and helpful context to set the stage for a plan that can increase quality of life in the city.

# 1 INTRODUCTION

---

It's an exciting opportunity for the City of McMinnville's parks, recreation and open space system. After a nearly two-year process, the City has developed this Parks, Recreation and Open Space Plan (PROS Plan or Plan) that provides a 20-year vision and comprehensive guide for future projects, policies, and programs. The PROS Plan is founded on involvement from thousands of interested and involved community members and a technical analysis of needs and priorities.

## PURPOSE OF THE PLAN

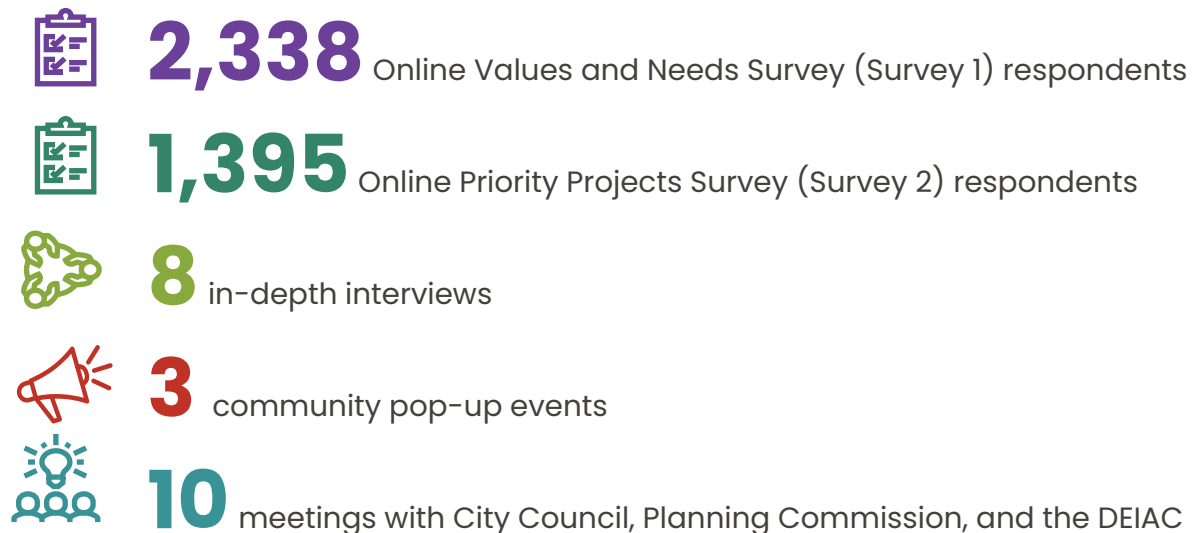
This PROS Plan provides guidance for how McMinnville will grow, steward, and maintain parks for the next 20 years. The Plan builds on the vision and success of the 1999 PROS Plan to create a modern park system based on sufficient funding and grounded in equity.

Over twenty years ago the City adopted the 1999 PROS Plan that outlined a vision

for McMinnville's park and recreation system. Notably, the plan helped spur passage of a \$9 million large parks bond (about \$16 million in 2022 dollars) as well as grant funding and donations to support acquisition and development of several new parks and recreation facilities. Through that vision and funding, McMinnville has increased the number of developed parks significantly.

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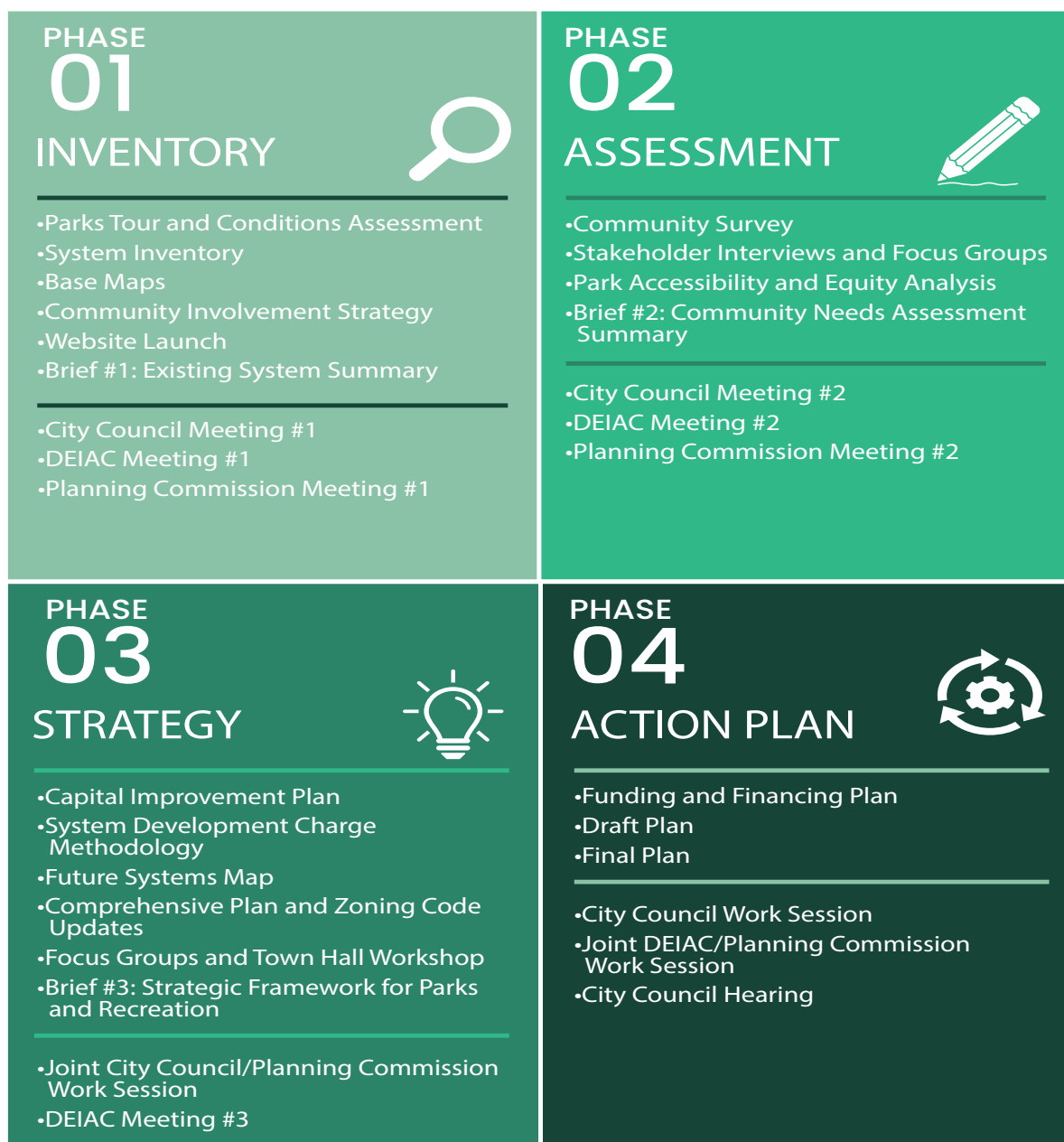
**FIGURE 1-1: COMMUNITY ENGAGEMENT SNAPSHOT**



## PLANNING PROCESS

The PROS Plan was developed through a 28-month process that combined broad community engagement with a data-driven technical analysis to identify community needs and priorities (Figure 1-1). Community members, City leaders, and partner organizations all contributed to the development of the vision, goals, and objectives of this Plan (Figure 1-2). Each phase of the planning process is described in further detail in the remainder of this document as described on the following page.

**FIGURE 1-1: THE PLANNING PROCESS**





## PLANNING BACKGROUND

The Plan builds on guidance from several prior plan and studies, most notably the City’s Comprehensive Plan and Growth Management Plan.

### COMPREHENSIVE PLAN (VOLUME 11) GOALS AND POLICIES 2022

The City’s Comprehensive Plan provides guidance for the future for the entire city, as well as the Urban Growth Boundary (UGB) area, and includes several goals and policies related to parks, recreation, and open space (Chapters 3, 5, 6, 7, and 9). Key guidance relevant to development of the Plan include:

- **Accessibility** to parks for all modes of transportation, people of all abilities, and new developments;
- **Direction** for establishing parks and open space from Great Neighborhood Principles and Neighborhood Activity Center policies;
- **Zoning changes** to provide a Park Zone to apply to all public parks and facilities within city limits;
- **Reliance on the Parks, Recreation, and Open Space Plan** to identify park needs and guide implementation of park development and improvements city-wide; and
- **Fostering collaboration and coordination** between the City and other organizations such as the school district and private and public recreation groups to provide parks sites and programming.

### GROWING MCMINNVILLE MINDFULLY; MCMINNVILLE GROWTH MANAGEMENT AND URBANIZATION PLAN (MGMUP), 2003 – 2023

The MGMUP includes recommendations for development and adoption of new comprehensive plan and zoning designations; a Framework Plan, which provides general guidance for development in the UGB expansion areas; Great Neighborhood Principles; and Neighborhood Activity Center guidance. The Framework Plan identifies potential new park and greenways in four future growth areas in the UGB:

- **Northwest:** New community and neighborhood park sites, and a greenway opportunity (Ridge Trail);
- **Southwest:** Community and neighborhood park and school sites and a greenway opportunity (Cozine Creek Loop);
- **South:** Neighborhood park site; and
- **East:** Neighborhood park and school sites, and a greenway opportunity (Yamhill River/Joe Dancer Trail).



## SETTING AND CONTEXT

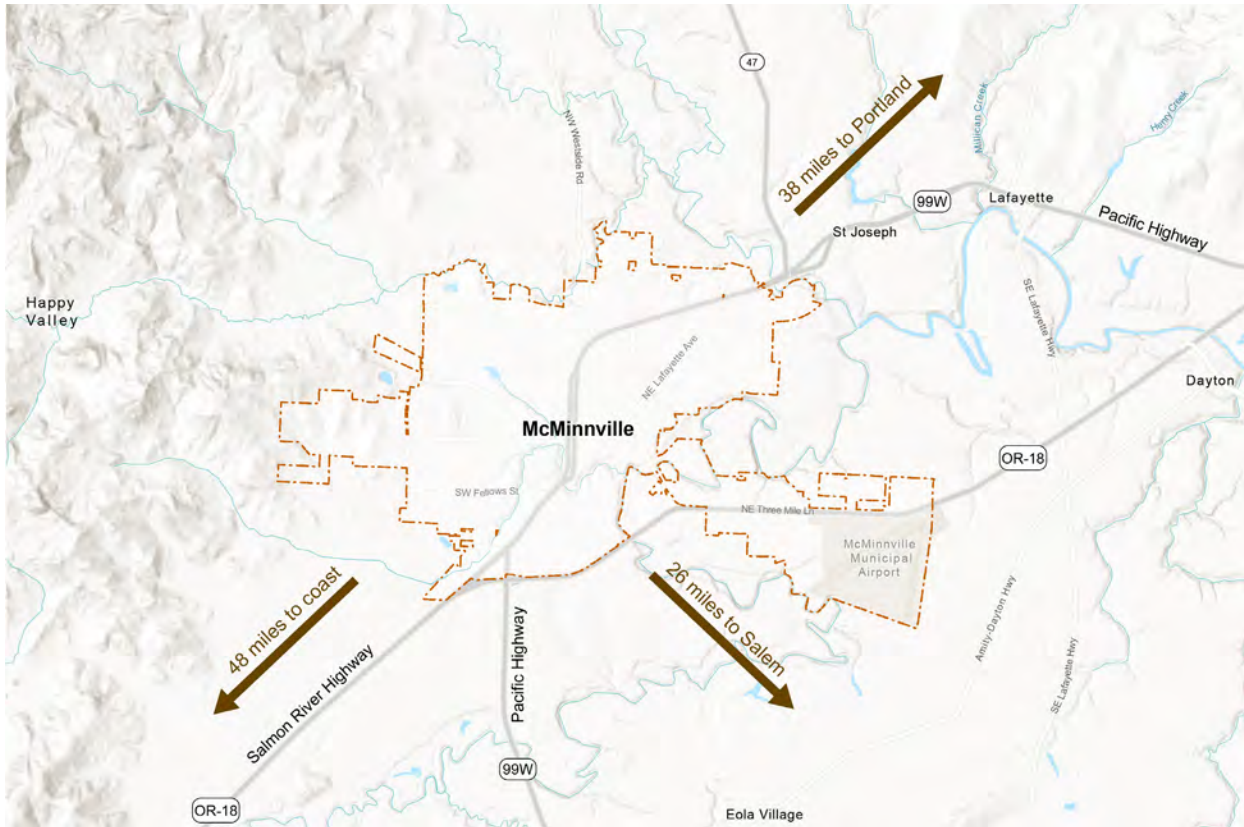
The City of McMinnville is in the center of Yamhill County approximately 25 miles northwest of Salem, and about the same distance to Portland to the northeast and the Oregon coast to the west (see Figure 1-3 on the next page). According to July 1, 2021 U.S. Census estimates, McMinnville has a current population of about 34,666 people. The city is well known for being in the heart of Willamette Valley, Oregon’s wine country, and for its walkable downtown, cycling, farm-to-table dining, art galleries, and community events.

MAC-TOWN 2032, the City’s Strategic Plan, provides a vision for the city which states “A collaborative and caring city inspiring an exceptional quality of life” with primary values of stewardship, equity, courage, and accountability. The Strategic Plan includes goals, objectives and strategic actions to achieve the community’s vision. The Parks and Recreation Department is highlighted as playing a central role in building a community culture of safety and supporting resiliency for critical infrastructure. Other actions related to the parks and recreation system include increasing community wayfinding, improving McMinnville’s sense of place, and supporting community connections.

***“McMinnville is old enough to be substantial, young enough to be ambitious, big enough to be industrious, and small enough to be friendly.”***

*-Historic Brochure of the City*

**FIGURE 1-3: REGIONAL CONTEXT**



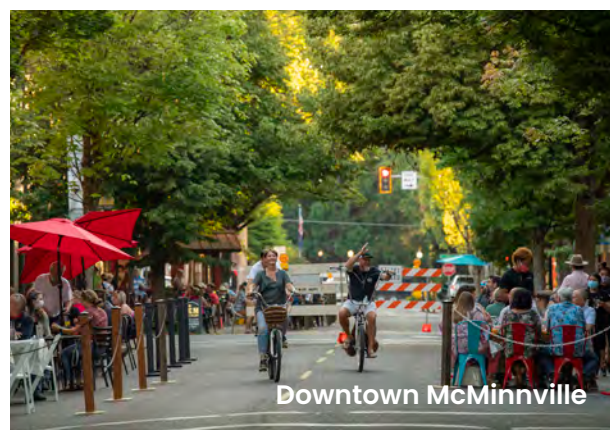
### LAND USE AND DEVELOPMENT PATTERNS

McMinnville is bisected by Highway 99W (the Pacific Highway) which runs north/south and is split into a one-way couplet through the city. The Urban Growth Boundary (UGB) for McMinnville can be seen on Map 2-1 on page 26. McMinnville historically grew from the compact core area with the traditional grid pattern, growing outward from there.

West of the Pacific Highway are primarily low-density neighborhoods and Michelbook Country Club. The neighborhoods in the southwest and west portions of the city are newer and mostly single-family homes. Neighborhoods closer to the highway

are primarily older and on a grid street pattern.

Notable features include Linfield University to the south, the downtown in central McMinnville, and industrial uses to the east, including the McMinnville Municipal Airport. The city is bounded on the east by the South Yamhill River.



## THE MCMINNVILLE COMMUNITY

Community characteristics and historic and future population patterns play a major role in planning for the park system. Over the past 21 years, McMinnville has added approximately 8,100 residents, a rate that is slightly higher than the county and state averages. It should be noted that smaller geographic areas generally have higher growth rates relative to a smaller population.

## FUTURE POPULATION GROWTH

McMinnville prepared a draft Housing Needs Assessment, completed in 2019, which identifies future population growth projections sourced from 2017 data from the Population Research

Center at Portland State University. The city is projected to have continued growth over the next 20 years and beyond, with approximately 47,498 residents by 2041 (Figure 1-4 on the next page). It should be noted that the forecast 2021 population (projected in 2019), is 1,572 people higher than the current 2021 U.S. Census Population estimate of 34,666 residents. This level of growth has implications for the parks and recreation system. With more residents living in denser housing developments without private backyard space, there is a greater demand for public parks, open space, recreational facilities, and programs.

## MCMINNVILLE AT A GLANCE



**34,666** Current Population



**47,498** Forecasted Population (2041)

**22%** 18 years and younger



**19%** 65 years and over

**24%** Hispanic/Latino



**\$53,628** Median Household Income



## AGE

Based on Census data, McMinnville has a similar age distribution compared to Yamhill County and the State of Oregon. Approximately 22% of the population is under age 18 and 19% are 65 years and older. Different age groups have different needs, from young children to older adults. Some examples include low impact recreation for older adults, play environments that offer learning, exploration, and skill building for children, competitive sport facilities and programs for youth and adults, and gathering spaces and events for all ages.

## RACE AND ETHNICITY

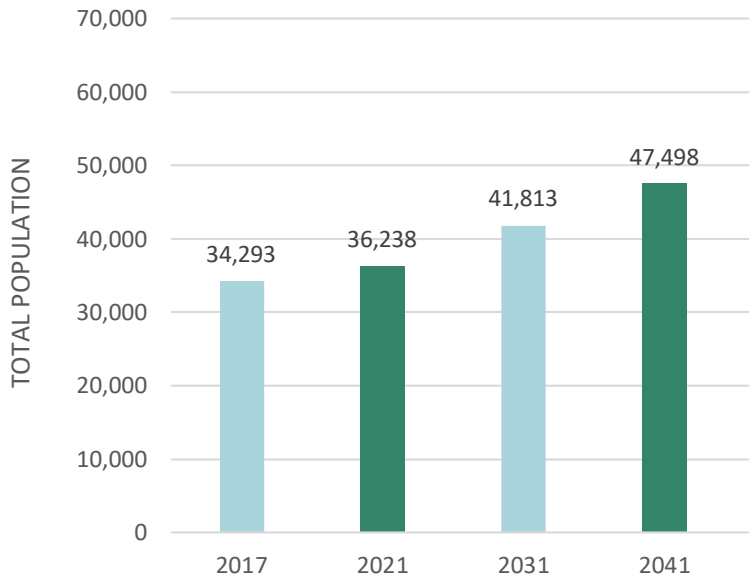
McMinnville's Hispanic or Latino population is the largest non-White demographic, representing about 24% of the population. The Hispanic/Latino population is higher than the county and state averages (Figure 1-5) and has also grown at a faster rate (3.3%) since 2010. Strong park and recreation systems provide opportunities that are reflective of all demographics and cultures in the community. The Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP) recommends parks and recreation facilities serve

unique needs of a diverse population. The 2017 SCORP survey found that outdoor court games other than tennis (basketball, beach volleyball, etc.), soccer, swimming, outdoor water activities (splashpads and outdoor pools), and social gatherings at parks are popular recreational activities for Latino communities in Oregon.

## INCOME AND AFFORDABILITY

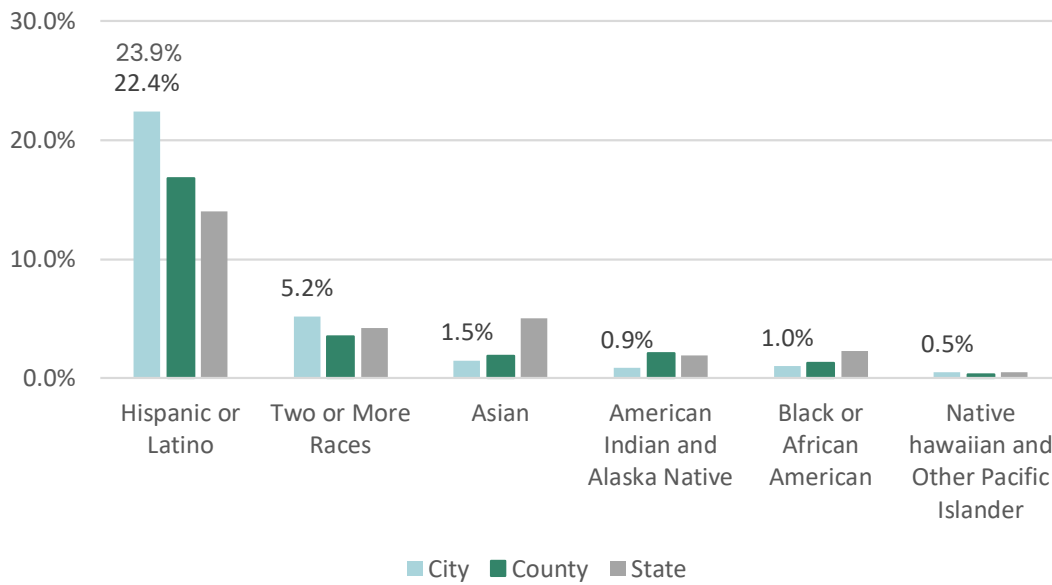
Income and affordability are additional key considerations that influence participation in parks/open space use and recreation programs among other factors. The median household income in McMinnville is \$53,628, which is lower than the county (\$67,296) and state (\$65,667) averages. In McMinnville, approximately 42.3% of renters in the city pay 35% or more of their household income on rent which is comparable to the county average. Public parks provide a low-cost recreation option and therefore are especially important in areas with a higher share of lower-income households. In places where housing costs are high, people are also more likely to live in dense, multi-family environments, where the need for substantial public open space is even more important.

**FIGURE 1-4: POPULATION FORECAST MCMINNVILLE UGB: 2017-2041**



Source: McMinnville Housing Needs Assessment, Population Research Center, PSU, 2017

**FIGURE 1-5: COMPARISON OF NON-WHITE RACE AND ETHNICITY (CITY, COUNTY, STATE)**



Source: 2020 U.S. Census



**Above: Joe Dancer  
Park**



# 2

## **PARK SYSTEM SNAPSHOT**

The City of McMinnville has a variety of parks, open spaces, trails, and facilities that provide recreation opportunities to the community. This chapter describes the existing park system including the park classifications that are referenced in this Plan, inventory of facilities and programs, and an overview of existing system operations and maintenance.



## 2 PARK SYSTEM SNAPSHOT

***The McMinnville Parks and Recreation Department offers diverse recreational opportunities for McMinnville residents of all ages.***

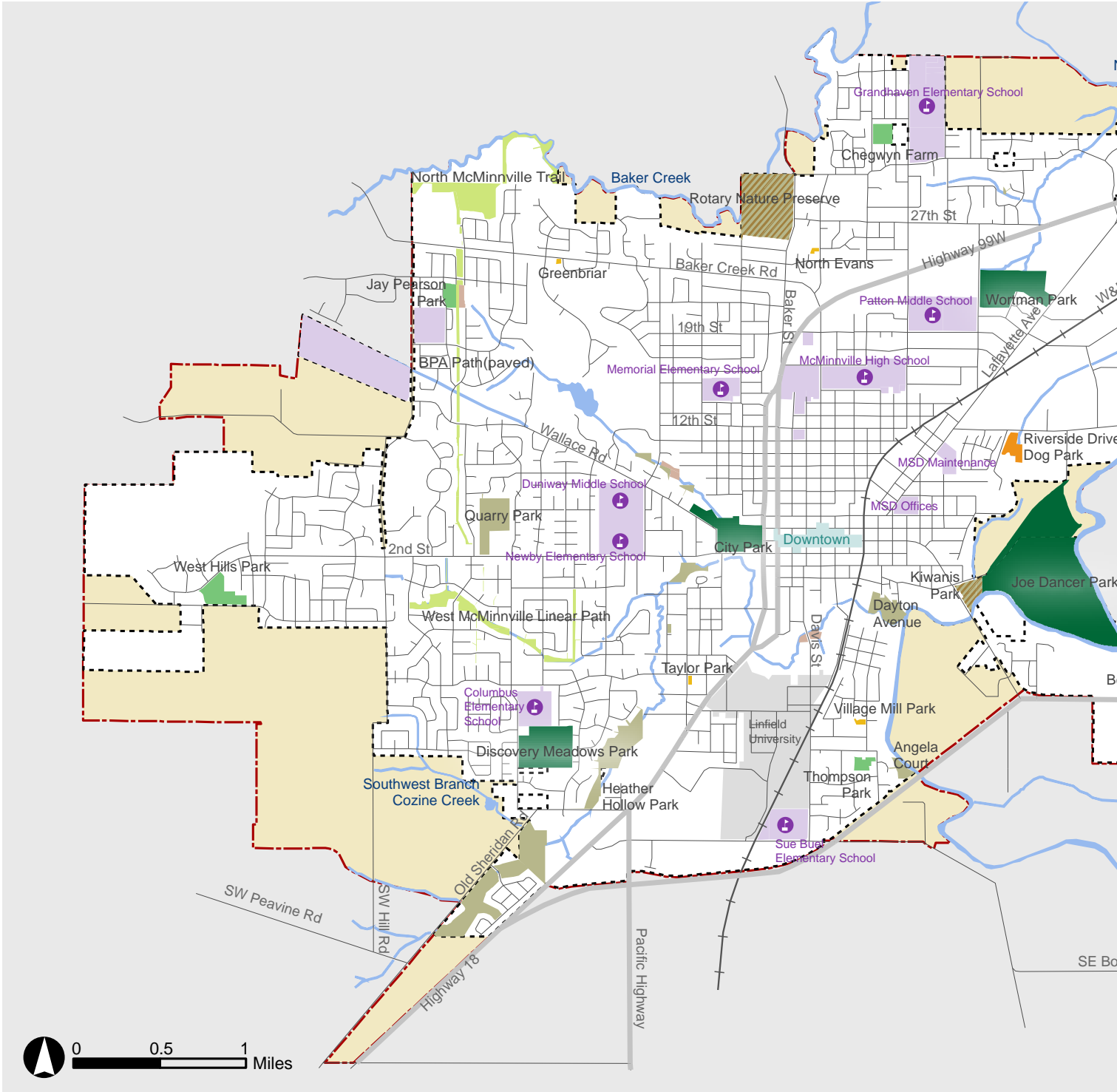
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McMinnville’s park and recreation system includes three major indoor facilities (the Aquatic Center, Community Center and Senior Center). Outdoor facilities include parks of various sizes, play opportunities, sports courts and fields, as well as natural areas and open spaces. The trail system connects through part of the city, serving both recreational and transportation needs. Recreation programs cover a wide variety of year-round subjects for various age and interest groups.



FIGURE 2-1: McMinnville’s Park and Recreation Facilities



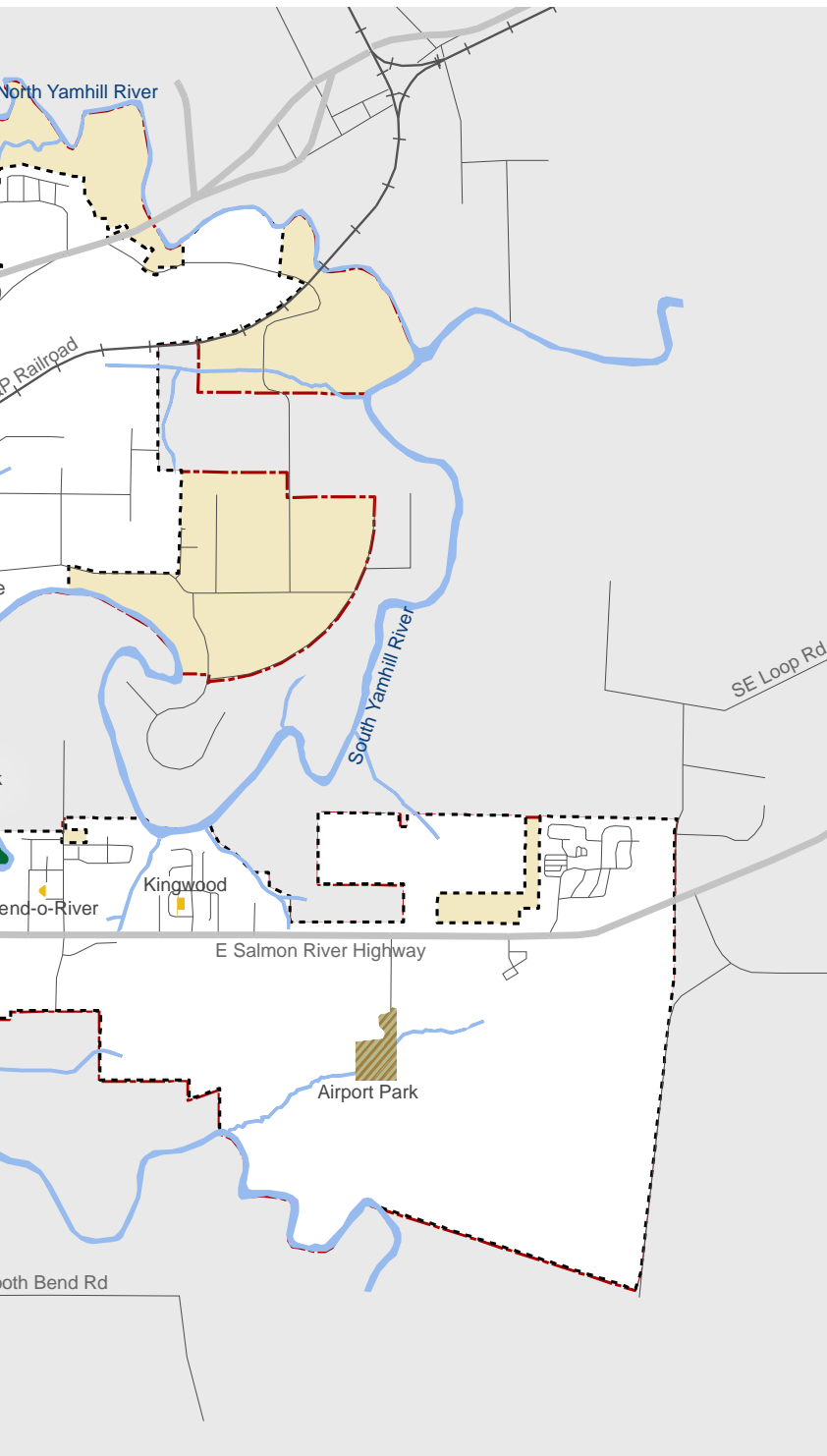


**Park and Recreation Facilities**

- Community Parks
- Neighborhood Parks
- Linear/Trail Parks
- Developed Natural Areas
- Undeveloped Natural Areas
- Parklettes
- Special Use Parks
- Undeveloped Parks

**Base Map Features**

- Major Streets
- Streets
- Railroads
- Schools
- Landmarks
- Water Features
- City Limits
- Unincorporated Areas



## MAP 2-1

# EXISTING PARK AND RECREATION SYSTEM

Map 2-1 shows the distribution of parks across McMinnville’s existing park and recreation system, including their classification. The 1999 Parks Plan classified parks into seven types by their benefit, size, and amenities/recreational opportunities included or not included. It also included site selection criteria and maintenance level and standards for each park type.

Parks are color-coded by the existing park classification types within the city: Neighborhood Parks, Parklettes, Community Parks, Special Use Parks, Linear/Trail Parks, Natural Areas (developed and undeveloped), and Undeveloped Parks. The Park Inventory on the next page further breaks down what currently exists within the McMinnville park and recreation system.

School District Property

Linfield University

Water Bodies

City Boundary

Urban Growth Boundary

## PARK INVENTORY

The McMinnville community has access to several different types of parks and recreation opportunities that contribute to the quality of life for residents. McMinnville has a total of:

**358** acres of park and open space land

**230** acres of developed parks

Park types and definitions help provide guidance for the siting, location and design of each park based on its intended purpose and role in the park system. A complete Parks and Recreation Facility Inventory can be found in Appendix A.

**28** total developed Parks

**10.3** acres of total park land per 1,000 residents

**PARKLETTES** are small areas intended primarily for the use of children up to the early elementary grades and provide both active and passive activities. Often located within neighborhoods in close proximity to apartment complexes, townhouse developments, and within some isolated developments. Parklettes should be centrally located within a neighborhood to provide safe walking and bike access for children by preventing the need to cross major streets. Contents may include playgrounds, swings, paved areas for wheeled toys, basketball hoops, benches, horseshoes, lighting, and some off-street parking.

**6** sites | **2.3** acres

**SPECIAL USE PARKS** are facilities for a specialized or single recreation activity, including historic and cultural sites, and recreation facilities.

**1** site | **3.6** acres

**NEIGHBORHOOD PARKS** are the foundation of the parks and recreation system, providing accessible recreation and social opportunities to nearby residents. When developed to meet a neighborhood's recreational needs, school sites may serve as neighborhood parks.

**4** sites | **16.9** acres

**COMMUNITY PARKS** provide a variety of active and passive recreational opportunities for all age groups. These parks are generally larger in size and serve a wider base of residents than neighborhood parks. Community parks often include developed facilities for organized group activity as well as facilities for individual and family activities.

**4** sites | **163.7** acres

**LINEAR/TRAIL PARKS** are public access routes including sidewalks, bikeways, multi-use trails, and paths that are typically built on natural corridors, such as utility rights-of-way, drainage-ways, vegetation patterns, or natural acreage. Linear/trail parks may provide for one or more modes of trail oriented recreational travel (jogging, biking, walking) and connect or link several components of the park system or other community facilities. Trail/path surfacing can vary, including both soft and hard surfaces.

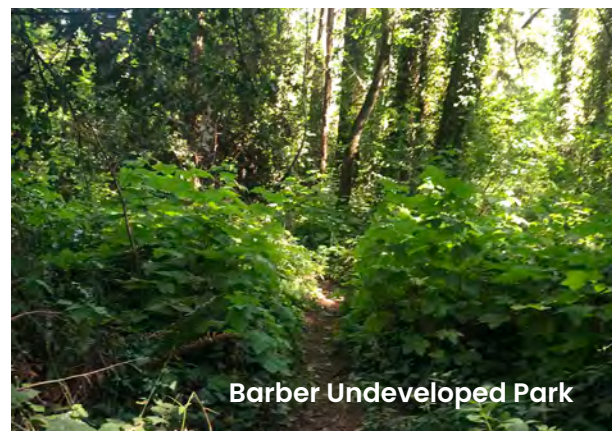
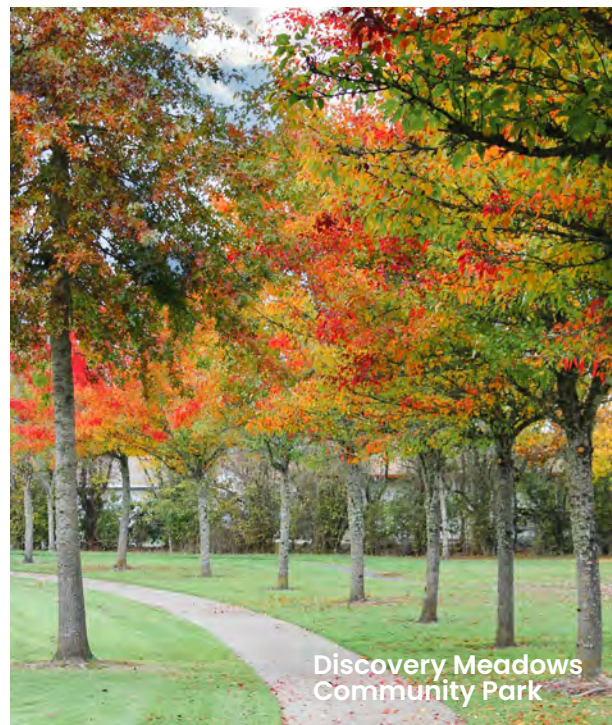
**13** trail/path segments | **43.8** acres

**NATURAL AREAS** are areas of natural quality that protect valuable natural resources and provide wildlife habitat. They also provide opportunities for nature-related outdoor recreation, such as viewing and studying nature and participating in trail activities. Natural areas can be partially developed with amenities such as trails or picnic areas, or undeveloped with no improvements.

**16** sites (3 developed) | **123.4** acres

**UNDEVELOPED PARKS** are publicly-owned sites, under management of the Parks and Recreation Department, that are not yet developed but are intended for future park or facility development. There are four sites totaling approximately 4.2 acres that are currently undeveloped.

**4** sites | **4.2** acres



## NATURAL RESOURCES AND OPEN SPACE

In addition to parks and recreation amenities, natural resources and open space exist in and near McMinnville which allow residents and visitors additional access to nature. The Yamhill River forks just northeast of McMinnville. The North Fork briefly follows the northeastern city boundary (for about 1/3 mile) near NW Riverside Drive. The South Fork follows the southeastern city boundary for almost three miles. Kiwanis Park contained the city's only boat ramp to the Yamhill River until winter river turbulence caused the boat ramp and hillside to collapse. According to the Greater Yamhill Watershed Council, "four major waterways drain the City of McMinnville: Cozine Creek with its branches, Baker Creek, North Yamhill River, and the South Yamhill River." Approximately 50 percent of the watershed is drained by Cozine Creek, which then discharges into the Yamhill River. McMinnville is prone to flooding in some areas where the flood channels are shallow, in particular along Cozine Creek and its branches. The 100-year floodplain (designated by FEMA) is designated as F-P on the City's zoning map.

The Rotary Nature Preserve at Tice Woods is a sensitive environment which includes one seasonally influenced pond, a wetland, an upland forest, and views of Baker Creek which flows adjacent to the park. Boardwalks and soft-surface trails are used to traverse the park. Bird watching is common in this park during all seasons. Galen McBee Airport Park also provides a flowing creek year-round and several micro-environments and uncommon plants.

Additional parks within the city that contain creeks or wetlands include City Park, Joe Dancer Park, Discovery Meadows, Wortman Park, Airport Park, Ash Meadows, James Addition, and Jandina III.

About 2.5 miles northwest of the city limits, the Miller Woods Conservation Area belongs to the Yamhill Soil and Water Conservation District. The 130 acres of forest and grass land includes several hiking trails and regular demonstrations and education programs.

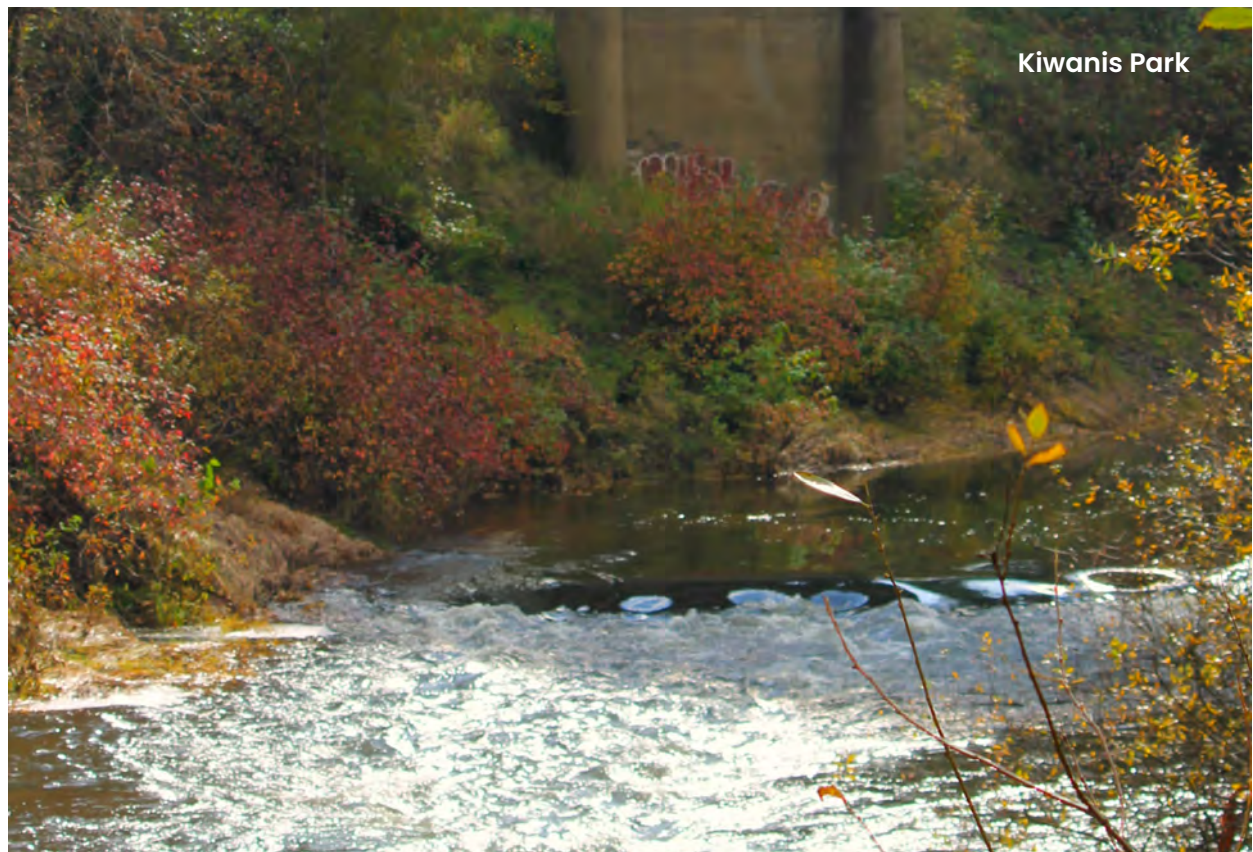
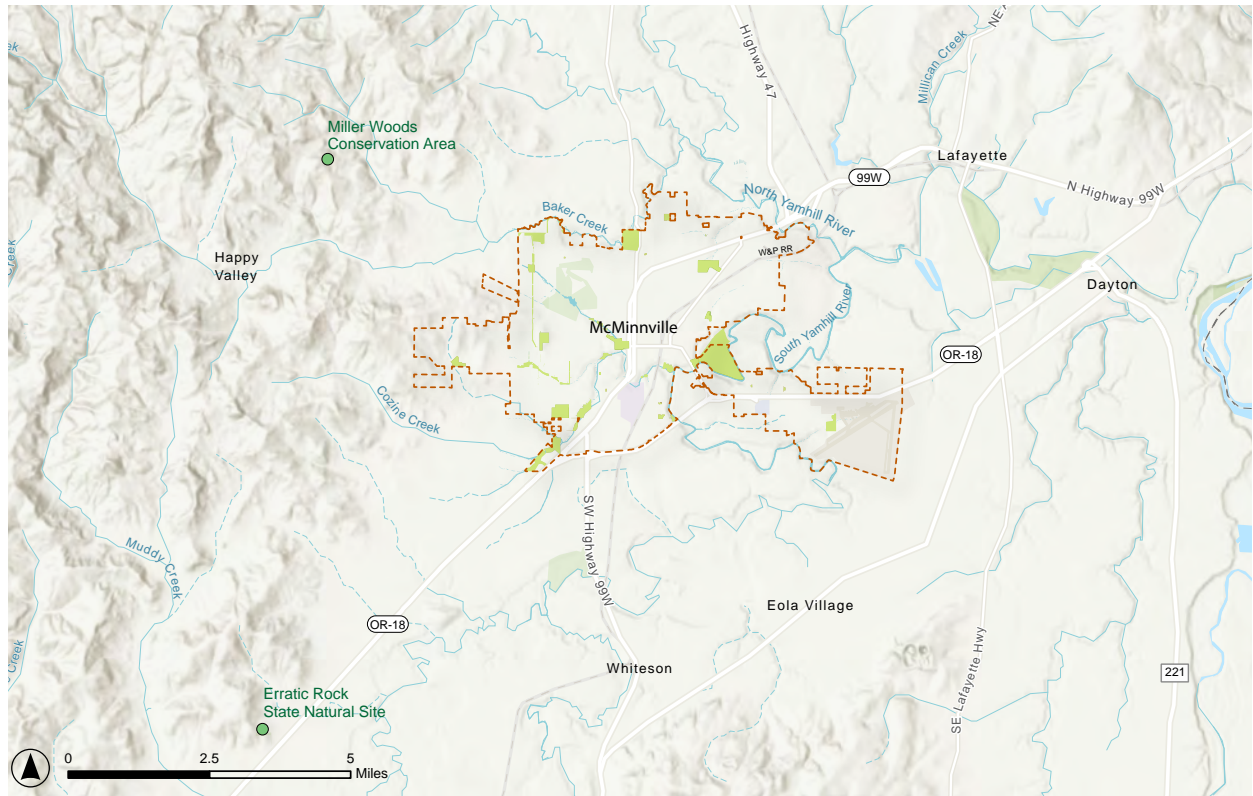
Erratic Rock State Natural Site is about five miles south of McMinnville along the Pacific Highway. According to the Oregon State Parks website, "This 90-ton rock was deposited during an Ice Age flood. It floated over 500 miles in an iceberg 12,000 to 17,000 years ago, by way of the Columbia River. When the ice melted, the rock was left behind. This is the largest glacial erratic found in the Willamette Valley." This area includes hiking trails, a scenic viewpoint, and interpretive information.

The State of Oregon requires a detailed natural open space inventory as part of the City's Comprehensive Plan (Goal 5). For this Plan, the project team relied on existing City data. This Plan does not provide a complete Goal 5 inventory update.

***McMinnville has always incorporated the natural beauty of Oregon, and I hope that continues in years to come.***

*-Online Survey Respondent*

**FIGURE 2-2: REGIONAL NATURAL RESOURCES**







Westside Bicycle  
Pedestrian Greenway

## TRAILS

McMinnville’s parks contain approximately **10.5 miles of paved paths and 5.5 miles of soft trails**. About 60% of these are within the city’s Community Parks. Most of the city’s parks designated as “Linear/Trail Parks” only have paved paths, with the exception of portions of the North McMinnville Trail. The City’s three developed natural areas include either paved paths or soft trails with the exception of Tice Woods - Rotary Nature Preserve which has both. Three parkettes have no internal trails or paths: Greenbriar, Heather Hollow, and Village Mill Parks.

There are three primary connected trail networks in McMinnville: West McMinnville Linear Path, BPA Path, and the North McMinnville Trail. The West McMinnville Linear Path (made up of Ash Meadows, Goucher Street Pathway, James Addition, Jandina and Jandina III, and Westvale) follows the west branch of Cozine Creek between SW Westvale Street and SW Russ Lane and continues north up Goucher to 2nd Street. The BPA Path connects 2nd Street to Baker Creek Road. The North McMinnville Trail includes Baker Creek North and Oak Ridge Meadows. Existing trails outside of city parks are limited in McMinnville, despite several miles of creeks, streams, and the Yamhill River.

**10.5** miles of paved paths  
**5.5** miles of soft trails

**TABLE 2-1: LINEAR/TRAIL PARKS INVENTORY**

Linear/Trail Parks	Acres
<b>West McMinnville Linear Path</b>	
Ash Meadows	1.5
Goucher St. Pathway	1.7
James Addition	1.3
Jandina	2.6
Jandina III	2.1
West McMinnville Linear Park	0.2
Westvale	4.5
<b>BPA Path (Paved)</b>	
BPA Pathway I (2nd Street to Wallace)	2.8
BPA Pathway II (Wallace to 23rd)	4.1
Roma Sitton (23rd to Baker Creek Road)	1.7
BPA North (Baker Creek Road to chip path)	1.3
<b>North McMinnville Trail</b>	
BPA Pathway I (2nd Street to Wallace)	2.8
BPA Pathway II (Wallace to 23rd)	4.1
<b>TOTAL ACRES</b>	<b>43.8</b>

Source: City of McMinnville

## PARTNERSHIPS

In addition to the City of McMinnville’s parks and recreation offerings, the public relies on recreation opportunities provided by the local school district and higher education facilities.

McMinnville has one public high school, two public middle schools, and five public elementary schools. These are distributed throughout the city west of the Yamhill River. The middle and high schools also contain indoor and outdoor sports fields. Each elementary school has indoor and outdoor recreation/play facilities and large open fields. The City also partners with Camp Fire Columbia to provide after-school childcare for elementary aged children in McMinnville’s grade schools.

Two higher education facilities exist in McMinnville, Linfield University and Chemeketa Community College. Linfield University has a full athletics program and several indoor and outdoor facilities including a football stadium, tennis courts, track, baseball and softball stadiums, aquatics building, basketball courts, soccer/lacrosse fields, and practice fields. Chemeketa Community College is a much smaller facility than Linfield, consisting of one building, but does include an indoor conditioning/fitness center and a small park/plaza space. Chemeketa has an athletics program which primarily operates at home fields/courts at the Salem campus, but also utilizes the Linfield track in McMinnville.



## PARK CONDITION ASSESSMENT

In the summer of 2022, the project team conducted a tour of selective parks and recreation facilities to document existing conditions, issues, and opportunities. The project team used multiple criteria to subjectively evaluate conditions related to safety, accessibility, functionality, age, and other factors. Newer parks have facilities and amenities that are in good condition such as Chegwyn Farms Park or Jay Pearson Park. However, several older parks have facilities and amenities that are in fair to poor condition, such as play areas and pathways in Kingwood Park and City Park. The following summarizes key issues:

- **Play Equipment:** With some exceptions, play equipment is aging and will need likely need replacement within the next 5-10 years. The lifespan of the typical play structure found in parks is 10-20+ years depending on maintenance and use. Replacement will need to be phased according to condition.
- **Irrigation:** Most parks have irrigated turf fields and some parks have had irrigation partially or completely turned off due to lacking resources to mow turf and repair systems. Hotter summers and climate change adaptation will continue to impact water use for field irrigation.
- **River/Creek Access:** There is no formal public water access in the system, yet several sites have creeks where people can access water and there is potential at several sites for formal access.
- **Flooding:** Flooding is a significant issue in several parks and will continue to require routine management and long-term strategies to reconsider how these areas are programmed. Some parks are within the regulatory floodway which can limit future development.

- **Accessibility:** Many parks have ADA accessibility issues including physical barriers to access park features for people with disabilities and missing or narrow pathways.
- **Restroom Facilities:** There is one Neighborhood Parks and one Community Park that don't have restrooms. No Parklettes or Special Use Parks have restrooms.
- **Picnic Areas:** Some larger, popular parks include a reservable or group picnic area and cook shelter. Most natural areas do not have a picnic area (Airport Park is the only Natural Area with picnic tables). However, almost all of the Neighborhood Parks have picnic tables, and three have picnic shelters. Only one parklette has picnic tables.
- **Sports Fields:** 11 of 13 softball, baseball, and T-ball fields are located in Joe Dancer Park. Joe Dancer Park also contains all 12 soccer fields in the system. All of the Joe Dancer Park fields are located within the floodplain. Topography along the floodplain creates barriers to future development such as permanent restrooms.
- **Sports Courts:** Basketball hoops are distributed throughout six parks, with only Thompson Park (a Neighborhood Park) sporting a court with two hoops. Two tennis courts and six pickleball courts are provided at City Park.
- **Small Parks:** Some smaller parks have aging amenities, and two lack amenities entirely. This is especially noticeable in southern and eastern McMinnville.
- **Natural Areas:** Natural areas have specialized needs that range from riparian corridor management, tree health, invasive vegetation management, soil compaction, erosion control, and public access management.



Senior Center

## RECREATION PROGRAMS

McMinnville Parks and Recreation is a regional provider of recreation services with approximately 30% of participants coming from outside of the city (City of McMinnville participation data, 2022). The Department offers a wide array of year-round classes, sports, social services programs, and activities for people of all ages as shown in Table 2-2.

Like many cities in the United States, McMinnville faces challenges in the delivery of recreation services in a cost effective and efficient manner. It is normal for parks and recreation agencies to have strengths and weaknesses. In January 2020, the City completed a Facilities and Recreation Plan & Feasibility Study to analyze the condition of recreation facilities and programs in McMinnville. The following summarizes some of the key recreation program findings from the assessment:

### Recreation Program Strengths:

- Gymnastics
- Youth sports and camps
- Aquatics (swim lessons)
- After school recreation activities
- Opportunities for older adults

### Recreation Program Weaknesses:

- Cultural, visual and performing arts
- Outdoor recreation
- Education
- Opportunities for adults, families and teens
- Opportunities for individuals with disabilities and special needs

**60+** programs/events

**77,000** traditional recreation program participants in 2018-2019

**TABLE 2-2: RECREATION PROGRAM SUMMARY**

Program Area	Age				Season		
	Youth	Teens/Tweens	Adult	Older Adult	Winter	Spring/Summer	Fall
Water Fitness Classes			•	•	•	•	•
Silver & Fit/Silver Sneakers/Senior Fitness				•	•	•	•
Adult Fitness			•		•	•	•
Yoga				•	•	•	•
McMinnville Swim Club	•	•			•	•	•
Barracudas Lap Swim			•	•	•	•	•
Learn to Swim	•				•	•	•
Lifeguard Training		•	•		•		
Playschool, Pre-K, Toddler Programs	•				•	•	•
Summer Camps (29 offered)	•	•				•	
Gymnastics	•	•			•	•	•
Art		•		•	•	•	•
Theater						•	•
Soccer	•	•			•	•	•
Tee-ball	•					•	
Baseball/Softball	•	•	•			•	
Volleyball			•		•	•	
Basketball	•		•		•	•	•
Archery		•	•	•		•	
Pickleball		•	•	•	•	•	•
Ultimate Disc (Frisbee)		•	•			•	
Kayaking		•	•	•		•	
Music		•	•	•	•	•	•
Birdwatching			•	•		•	•
Technical Programs			•	•	•	•	•
Educational Classes/Lectures			•	•	•	•	•
Day Trips				•	•	•	•
Personal Support		•	•	•	•	•	•
Social Groups			•	•	•	•	•
Community Events	•	•	•	•	•	•	•

**Source: McMinnville 2019 Recreation Program Guides**  
**Note: Program cost and capacity/demand varies by season.**

## INDOOR RECREATION FACILITIES

The City of McMinnville’s park and recreation system also includes three indoor recreation facilities that provide a diverse range of recreation programs and services. Most of the Department’s indoor based recreation programming emanates out of one of these facilities.



The **COMMUNITY CENTER** provides a wide variety of programs, activities, events, and drop-in opportunities for all ages and abilities. Located within easy walking distance of McMinnville’s Historic Downtown District, the Center includes recreational facilities, meeting rooms, classrooms, and a performing arts auditorium. Recreational activities include basketball courts, pickleball courts, an indoor track, racquetball, and the Tiny Tots Indoor Playspace. The Center is also home to the Mac Makerspace, a collaborative project between the Parks and Recreation Department and the McMinnville Public Library with arts and crafts materials and 3-D building supplies.



The **AQUATIC CENTER** includes two indoor swimming pools and a Fitness Center. The Center is located adjacent to the historic downtown, City Park and the McMinnville Library. Recreational opportunities include drop-in opportunities, swimming lessons, water fitness classes, and specialty programs such as sensory friendly swim and kayak lessons.



The **SENIOR CENTER** serves the needs of McMinnville’s older population through recreational opportunities and human service programs such as social events, fitness classes, continuing education courses, and other special interest opportunities (e.g. cooking and art classes, games, etc.).



Senior Center





## SYSTEMS OPERATIONS AND MAINTENANCE

Operations and maintenance are key to a safe, vibrant, clean, and sustainable parks and recreation system.

### STAFFING

Leadership for McMinnville’s Parks and Recreation Department includes the Parks and Recreation Director, Recreation Sports Manager, Senior Center Supervisor, Community Center Manager, and Aquatic Center Manager. The Parks and Recreation Department is responsible for offering recreational opportunities and programs for residents, putting on several community events, park planning and managing recreation facilities.

Park Maintenance is housed within the Public Works Department. Public Works has an overall Director and an Operations Superintendent who oversees the Parks Maintenance Supervisor and staff. Core services of the Park Maintenance section includes maintenance of park facilities and amenities, turf/landscape, sports turf, trees, buildings, skate parks, and play equipment. Other core responsibilities include recreation program facility support, community event/volunteer support, and emergency response.

The Proposed 2022–2023 Budget includes 24.7 Full Time Equivalent (FTE) employees for Parks and Recreation and nine for Park Maintenance. The change in FTE’s for Parks and Recreation and Park Maintenance are shown in Figure 2–4, with an overall decrease in Parks and Recreation FTE’s from the 2021–2022 fiscal year. The budget notes for Parks and Recreation that “Staffing shortages continue to complicate some programs and could result in curtailed service levels.”

### VOLUNTEERISM

In 2021, 500 people volunteered with Park Maintenance and 205 people volunteered with Parks and Recreation. These volunteer numbers were similar to 2020, but there was about a 40% decrease in volunteers during 2021.

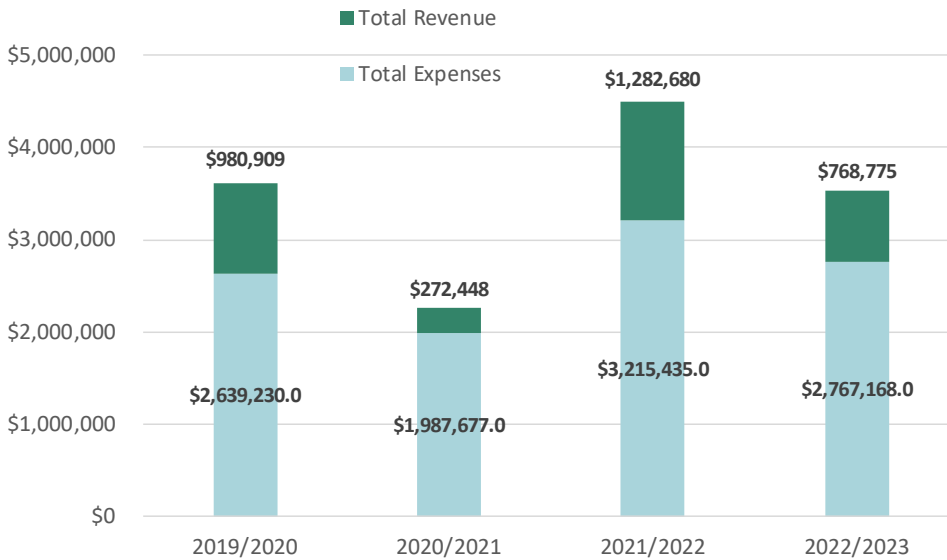
**BUDGET**

The Parks and Recreation budget comes in part from the General Fun (Figure 2-3). The department saw a large dip in actual revenue and expenses early in the COVID-19 pandemic (fiscal year 2020/2021). Since then, revenue has fluctuated between higher and lower than pre-pandemic levels, and expenses remain higher than pre-pandemic levels.

2023 adopted City Budget includes a Park Development Fund of \$2,348,041 as one of two funds within the Capital Projects Fund. The Parks and Recreation Director manages the Park Development Fund. The Park Maintenance budget comes from the General Fund and is \$1,481,894 for the 2022-2023 fiscal year. Expenses are expected to increase by 23% over the next fiscal year and more subtle increases have occurred over the past five years.

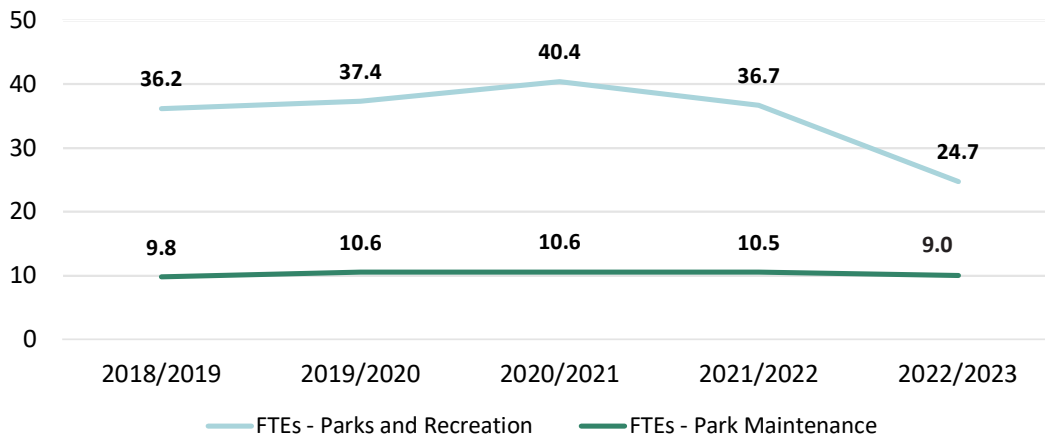
Outside of the General Fund, the 2022-

**FIGURE 2-3: PARKS AND RECREATION DEPARTMENT BUDGET**



Source: City of McMinnville Proposed 2022-2023 Budget

**FIGURE 2-4: PARKS AND RECREATION EMPLOYEES, 2018/2019-2022/2023**



Source: City of McMinnville Adopted 2021-2022 Budget

## MAINTENANCE COMPARISONS

Maintaining parks and recreation facilities is a major financial responsibility for the City especially when considering the growing population and demands on the park system. While historic and current budget data are important to evaluate, maintenance resource information from other park systems provides a helpful comparison. In Winter 2022, the City gathered maintenance information from several comparable municipal park system providers in Oregon with a similar population and park system size. The following figures provide comparisons to McMinnville with these communities using park maintenance expenditures and employees provided by the respective cities.

Figure 2-3 provides a comparison of maintenance expenditures per park acre for McMinnville with comparable city park systems. In general, a higher cost per acre indicates greater resources to care for each acre of park land. For 2022-2023, the City of McMinnville budgeted \$1,481,894 to maintain 358 park acres.

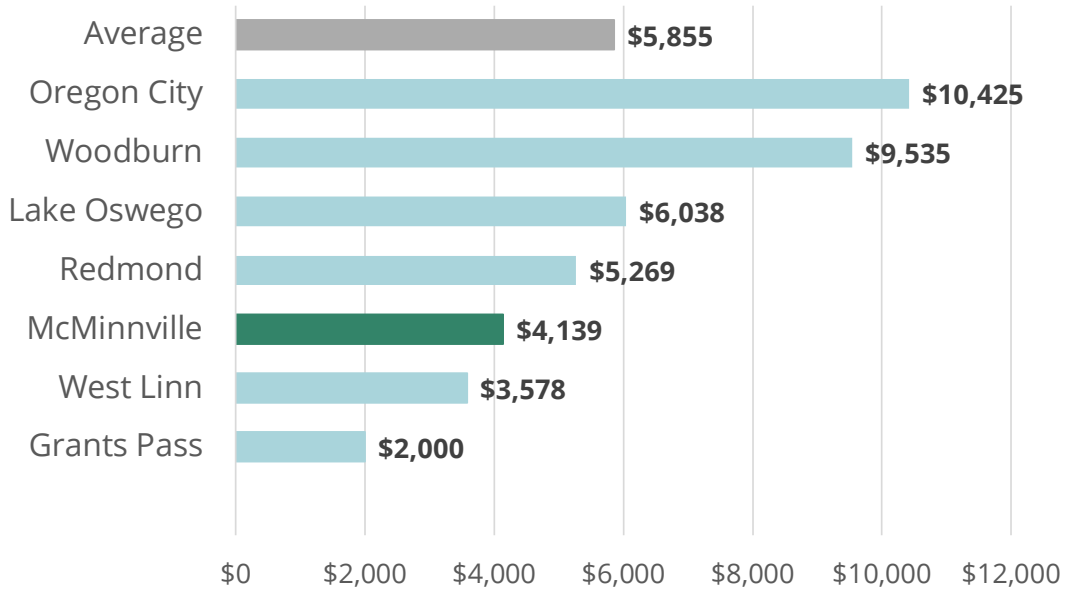
McMinnville operates with slightly less resources per acre than the average comparable park system.

The cost to maintain each acre in McMinnville is similar to West Linn which has a similar park size and budget, but only half as much as Woodburn and Oregon City. While Woodburn has fewer acres to maintain, Oregon City has more park acres and a larger budget.

Figure 2-4 shows a comparison of park acres per maintenance employee for McMinnville, with comparable community park systems. The ratio of acres to employee helps illustrate the overall workload needed by system for park maintenance. For 2022-2023, McMinnville has budgeted nine maintenance employees responsible for 358 acres of park land, for an average of 39.8 acres per employee. When compared to the other cities, McMinnville is above the average of 34.2 acres per employee.

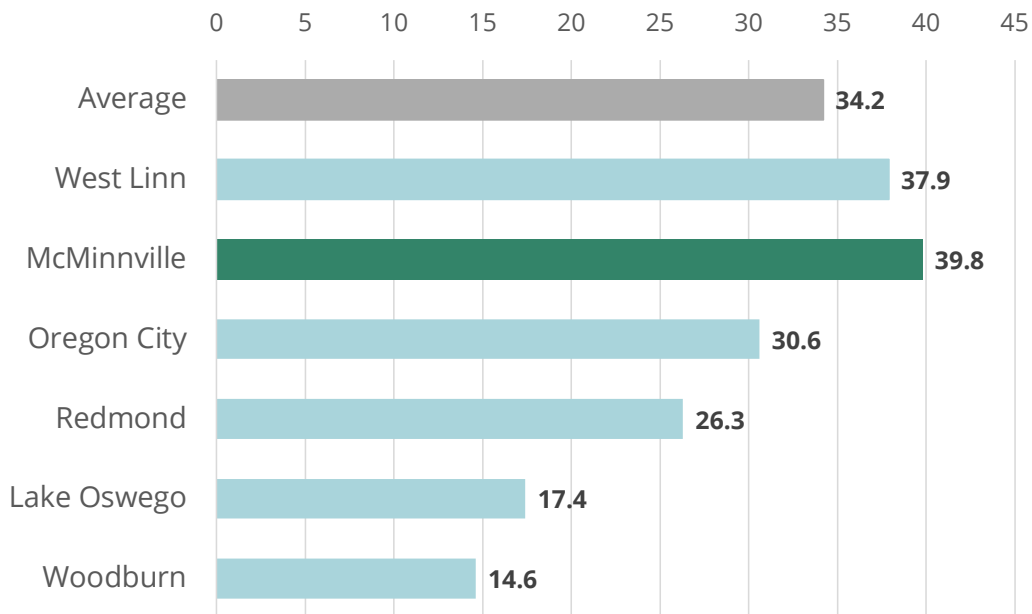


**FIGURE 2-5: MAINTENANCE EXPENDITURES PER PARK ACRE BUDGET COMPARISON, 2022-2023**



Source: City of McMinnville. All expenditures are from 2022-2023 adopted budgets. Budget information and park acreages provided by individual cities. Some cities, such as Grants Pass, have extensive open space in their park system which typically requires less intensive maintenance.

**FIGURE 2-6: PARK ACRES PER MAINTENANCE EMPLOYEE COMPARISON, 2022-2023**



Source: City of McMinnville. Park acreages and number of employees provided by individual cities. Some cities, such as Grants Pass, have extensive open space in their park system which typically requires less intensive maintenance.



**Above: West Hills  
Neighborhood Park**



# 3

## VISION, GOALS, AND OBJECTIVES

Driven by community needs and priorities identified from the planning process, this chapter builds off the 1999 Parks, Recreation, and Open Space Plan and presents the envisioned future direction of the parks and recreation system for the next 20 years. Existing goals and policies from the City of McMinnville’s Comprehensive Plan, MAC-TOWN 2032, and other plans and studies also informed the vision, goals, and objectives included in this Plan.

# 3 VISION, GOALS & OBJECTIVES

*The PROS Plan provides a 20-year vision and guide for future projects, policies, and programs built on community values and needs.*

## COMMUNITY ENGAGEMENT SUMMARY

A variety of meetings, surveys, and outreach activities were conducted throughout the planning process to understand community needs and priorities. Appendices B and D provide more detailed results of the Plan’s outreach efforts.

- **Project Team Meetings:** City staff and the MIG consultant team (the Project Team) held ongoing meetings throughout the planning process to discuss planned activities and review draft materials and information. City departments included representatives from Parks and Recreation, Parks Maintenance, Public Works, Community Development, and Communications and Engagement.
- **Diversity, Equity, Inclusion Advisory Committee (DEIAC):** The City’s DEIAC is an advisory committee appointed by the City Council that is responsible for making policy recommendations to the City Council. In alignment with the City’s strategic plan, MacTown 2032, this committee also advises City staff on culturally responsive service delivery, programming, and communication strategies. The project team met with the DEIAC on August 11, 2022, May 11, 2023, and September 14, 2023. The first meeting was an opportunity to discuss challenges and opportunities of McMinnville’s PROS system through the lens of equity and inclusion, as well as discuss outreach ideas to reach McMinnville’s diverse population. At the second meeting, the DEIAC reviewed community outreach results and discussed key needs. At the third meeting the DEIAC discussed priorities for near and long-term projects.
- **Parks Tour:** On August 11, 2022, DEIAC, Planning Commission and City Councilors were invited to attend an informational tour of McMinnville’s parks system led by the City project team.
- **In-Depth Interviews:** In the summer and fall of 2022, the project team held eight one-on-one interviews with City staff, members of the DEIAC, and members of the community. The interviews were intended to help shape the public engagement plan and hear from diverse voices, including multi-lingual households.
- **Pop-Up Events:** During a resource



fair hosted by Unidos Bridging Community (nonprofit organization which advocates for Latino immigrant families) in February 2023 and the Día de los Niños event in April 2023, City staff hosted a Spanish language pop-up event to provide information about the plan, and to learn about how people currently use parks and recreation facilities, and ask what facility improvements are needed.

- **Focus Group:** On February 28, 2023, the project team held a meeting with various City of McMinnville partners, including Yamhill County, McMinnville School District, Visit McMinnville, McMinnville Downtown Association, Linfield University, and Chemeketa Community College.
- **Online Values and Needs Survey (Survey 1)\*:** The City held an interactive, map-based online community survey that was open for seven weeks, from December 16, 2022 – February 5, 2023. During this time, 2,338 people responded. Respondents represented a variety of McMinnville residents, employees, students, and visitors of many demographics. Questions focused on values related to parks and recreation, how people use different parks, what improvements are needed, and recreation program participation.
- **Decision-Maker Meetings:** The project team met with City Council a total of seven times throughout the planning process, including one joint meeting with the McMinnville School District Board of Directors on March 22, 2023 and one joint meeting with the Planning Commission on September 20, 2023. The project team met with the Planning Commission individually an additional two times. The meetings gathered feedback on the various phases of the planning process, discussed opportunities and challenges, and answered questions.
- **Online Priority Projects Survey (Survey 2)\*:** The City held a second interactive, map-based online community survey that was open from October 12, 2023 – November 19, 2023. During this time, 1,395 people responded. Respondents represented a variety of McMinnville residents, employees, students, and visitors of many demographics. Questions focused on identifying community priorities for Plan recommendations and projects.

\*Both surveys were promoted through email blasts, yard signs in all parks, City newsletters, social media posts, door-to-door outreach, gift card drawings, polling at Saturday soccer days with 800 families, and giveaways such as \$2 bills and City tote bags.



## VISION, GOALS & OBJECTIVES

The renewed **vision** builds on community aspirations from the 1999 PROS Plan that focused on a high quality of life, a strong community, environment, and economy.

The **goals** provide general direction to decision-makers and staff for implementing the vision and to ensure a consistent long-term direction. The Plan's seven goals were developed based on DEIAC, City leader, and community input, the Needs Assessment, and the 1999 PROS Plan.

The **objectives** guide system-wide administration and management of programs, activities, and actions to achieve the long-term goals. The objectives also clarify what the City expects for future improvements to the park system. Like the vision and goals, objectives are expected to be achieved over the next 20 years. However, there are several recommended objectives that are already ongoing and should continue as noted. These objectives also

directly support the City of McMinnville Comprehensive Plan. Objectives are organized into five categories and detailed throughout this chapter:

## OBJECTIVES

**A** PARKS AND FACILITIES

**B** OPEN SPACES,  
GREENWAYS, AND  
TRAILS

**C** RECREATION  
PROGRAMS AND  
SERVICES

**D** MAINTENANCE AND  
STEWARDSHIP

**E** MANAGEMENT AND  
COLLABORATIVE  
PARTNERSHIPS

## VISION

**INCLUSIVE - INTERCONNECTED - VIBRANT - SAFE - WELCOMING**

McMinnville, parks and recreation define our incredible city by bringing the community together through an inclusive and interconnected system. From natural areas, vibrant public spaces, and variety of parks, events, and programs, our community enjoys a high quality of life that is safe and welcoming for everyone.

Together, these opportunities provide for lifelong learning and fun for all ages, healthy lifestyles and natural habitats, and community cohesion, while also supporting our local economy, and unique heritage and culture. McMinnville's parks and recreation system is equitable for everyone in every neighborhood, and we are committed to stewarding these places and opportunities for future generations.

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## GOALS

The City of McMinnville strives to achieve this vision through the following goals for parks, recreation, and open spaces.

- 1 ENSURE EQUITABLE PARK ACCESS**  
Ensure equitable park access by striving for universal design in parks and facilities, enabling year-round outdoor recreation, and providing parks within a 10-minute walking distance of all residents.
- 2 SUPPORT COMMUNITY COHESION**  
Provide opportunities and events for social gatherings, empower residents in decision-making, and build long-term support for the system by strengthening partnerships.
- 3 PROVIDE A WELCOMING SYSTEM**  
Support projects, policies, and programs that reflect McMinnville's different cultures and ethnicities, age groups, incomes, abilities, and backgrounds.
- 4 PROVIDE SAFE AND CLEAN PARKS**  
Provide safe and clean parks through regular maintenance of public spaces and amenities, replacement or repair of aging facilities, increased maintenance capacity as new parks and facilities are added, and a collaborative approach to addressing unsafe activities and behavior.
- 5 SUPPORT DIVERSE RECREATION OPPORTUNITIES**  
Provide a diverse range of opportunities at different scales and in different locations throughout the park system.
- 6 CELEBRATE AND PRESERVE NATURE**  
Protect natural resources, wildlife habitats, and tree canopy while fostering environmental stewardship and expanded water access, educational opportunities, and ways to experience nature.
- 7 INCREASE OFF-STREET TRAIL CONNECTIONS**  
Integrate off-street trail connections for non-motorized transportation and recreation, while creating better linkages between parks, neighborhoods, and community destinations.



# A

## PARKS AND FACILITIES

### A.1 Equitably distribute park and recreation facilities.

Strive to ensure that all neighborhoods are within a 10-minute walk/bike distance (¼-mile to ½-mile) to a park and recreation area through the recommended level of services, and recommendations in the Plan. Prioritize future parks and recreation facilities in underserved areas with the greatest need. Use outcomes of the park equity and access mapping analysis to prioritize improvements in underserved areas of McMinnville.

### A.2 Maintain current parkland level of service standards as one of several ways to meet parkland needs.

Strive to exceed a total minimum ratio of 10.3 acres of parkland per 1,000 residents. This minimum ratio should serve as one of multiple benchmarks to measure needs when combined with other factors including park quantity, quality, and access.

*\*See page 64 for how current and recommended conditions compare to these standards.*

### A.3 Apply updated facility guidelines.

Continue to provide a variety of recreation facilities based on national benchmarks (National Recreation and Park Association metrics) of comparable park systems as a guideline. As guidelines, these ratios should continue to be monitored and adjusted to account for changing recreation trends and community growth.

- a. Basketball courts – full court (1 per 7,117 residents)
- b. Rectangular fields (1 per 4,947 residents)
- c. Tennis courts – outdoor (1 per 5,815 residents)
- d. Pickleball courts – outdoor (1 per 9,257 residents)
- e. Diamond (baseball/softball) fields (1 per 5,033 residents)
- f. Multiuse (tennis, pickleball, and basketball) courts (1 per 14,800 residents)

*\*See page 83 for how current and recommended conditions compare to these standards.*



Hidden Creek Park West,  
Hillsboro Oregon

#### **A.4 Design and monitor parks and facilities for safety.**

Apply a range of design and management strategies to create safer and more welcoming parks and recreation facilities. This includes designing to ensure surveillance and clear sight lines into the site from surrounding uses to help reduce crime, vandalism, inappropriate activities, and address personal safety concerns. Provide lighting and video surveillance where appropriate. Allocate adequate security/park ranger resources to monitor activities, deter crime, and support safety in parks and open spaces for all users.

#### **A.5 Prioritize park accessibility improvements and design.**

Complete an ADA assessment and/or transition plan to identify required upgrades in accordance with the Americans with Disabilities Act. Apply accessible design best practices to new parks and facilities that at a minimum meet and/or strive to exceed ADA standards and include sensory elements.

#### **A.6 Develop interactive, unique play areas across the park system.**

Incorporate barrier-free and universal play areas, water play and nature play. If a park is located near another play area, consider further investments in existing play infrastructure at the adjacent site rather than duplicating the same style and design.

#### **A.7 Create unique parks and memorable and engaging spaces.**

Emphasize park design, site character, identity, and sense of place through the use of art, colors, plantings, natural elements and topography. Incorporate natural, cultural, and historical elements and interpretive/ educational features to convey the regional, local, or site-specific context.

#### **A.8 Design parks with consideration for sustainability, water quality, water conservation, flood impact mitigation, and wildfire resiliency.**

All new recreation facilities should be designed and constructed using green design and sustainable development practices. New facilities should be designed for energy efficiency, climate/natural disaster resiliency, water conservation, water quality improvements, and to minimize impacts to the natural environment.



Nadaka Park,  
Gresham Oregon

**A.9 Add a greater variety of facilities within existing parks.**

Community gardens, natural play areas, all-abilities playgrounds, off-leash dog areas, a new skate park with accessible features, multi-use courts, all-weather/year-round facilities (turf fields, covered courts and play areas, etc.), and other recreational facilities are all needed in McMinnville. Several existing parks have capacity to either replace or add these facility types. Consider prioritizing adding needed facilities and amenities to existing parks prior to developing new sites.

**A.10 Strategically increase permanent restrooms to enhance visitor comfort and park use.**

Strive to provide safe and well-maintained permanent restrooms in community and at trailheads, prioritizing parks with the highest use and need. Only provide restrooms in neighborhood parks if deemed necessary by park use and design. Utilize permanent restroom models that support safety and accessibility.

**A.11 Provide updated, comprehensive signage to direct users to parks and provide information and interpretation within parks and facilities.**

Convey history and culture through art and interpretive installations. Include interpretive elements about local history, fish, wildlife, native plants, conservation, and indigenous people. The signage and wayfinding system should be based on a thoughtful and easy-to-understand design that utilizes inclusive interpretive design and adheres to a common design and branding theme that is consistent across all park and recreation providers (City, State, Federal). Consider providing QR codes on signage to allow for additional information, reduced signage sizes, and language translations.



Beacon Mountain,  
Seattle Washington

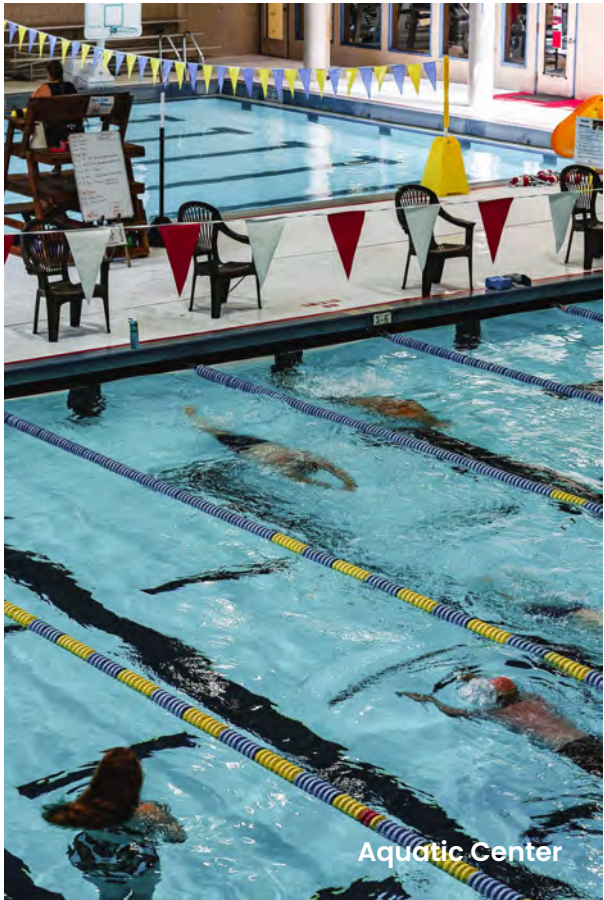


**A.12 Continue pursuing a new community recreation and aquatic center.**

As recommended in the Parks, Recreation & Library Buildings Plan (2021), determine the possible role of any partners in the operations of the aquatic/recreation center or the provision of programs and services in the facility. Determine possible reuse options (or demolition) for the existing Aquatic Center and Community Center buildings. Due to the Aquatic Center’s current location within a park, intentionally redesign the area as the gateway to 3rd street and along the main highway through town. Plan to take these structures off-line as recreation facilities as soon as the new aquatic/recreation center opens and remove them from the Parks and Recreation budget. Utilize indoor recreation facilities that are flexible and multi-use to support year-round physical and mental health and reduce social isolation. Ensure capacity, open hours, and accessibility are strategically maximized.

**A.13 Evaluate senior center expansion feasibility.**

As recommended in the Parks, Recreation & Library Buildings Plan (2021), complete a planning study for the expansion of the Senior Center. Confirm amenities and their sizing for the facility to develop a concept plan for the expansion.





## **B** OPEN SPACES, GREENWAYS, AND TRAILS

### **B.1 Acquire new natural areas and protected open space.**

Acquire open space lands with the goal of protecting unique environments and providing low impact recreation opportunities such as hiking, picnicking, and wildlife viewing.

### **B.2 Connect to the South Yamhill River.**

Pursue phased implementation of Transportation System Plan projects that connect McMinnville's trail network to the South Yamhill River and its tributaries such as Cozine Creek and Baker Creek to increase access to water, nature, and wildlife viewing opportunities. Acquire, develop, and/or activate strategic areas along the river and creeks within existing parks or as part of future park or natural area opportunities to provide community water access.

### **B.3 Prioritize access to nature and preservation of natural resources.**

Provide opportunities for residents and visitors to connect with nature via new or improved access to natural areas.

Create or preserve meadow habitat in natural areas or transition spaces between developed and natural areas (habitat friendly native grasses and herbaceous perennials/annuals/bulbs that require minimal mowing/pruning and weed management). Reveal and enhance nature and natural processes using native plants and by using stormwater management as a functional and aesthetic park feature.

### **B.4 Incorporate habitat and nature in McMinnville's developed parks.**

Promote site-appropriate habitat and nature in parks by planting more large canopy trees and clusters of trees, adding more understory plantings and richer planting palettes, replacing of turf with ecolawn, and adding rain gardens and green stormwater infrastructure. Reestablish Camas and other traditional/native prairie plants and edible flora. Also focus on creating year-round pollinator friendly environments with clustered native flowering plants such as Vine Maple, Lupine, and the



Tall Oregon Grape (the Oregon state flower). Attracting bees, butterflies, hummingbirds, and other pollinators is essential for local food production and overall ecosystem health.

#### **B.5 Integrate site-specific flood mitigation measures into site design.**

Parks in flood zones, such as Joe Dancer Park, should be managed and designed to work with natural systems. Where feasible, these measures (such as berms and detention ponds) should be wide enough to maximize mitigation potential and be designed to include changes in topography to slow water, while also designed for passive recreation and non-motorized connections. Where possible, impervious surfaces should be minimized to reduce additional runoff, while choosing landscaping that will help absorb runoff and associated pollutants.

#### **B.6 Improve community walkability and bikeability.**

Continue to provide and expand an interconnected, accessible pedestrian and bicycle system that safely links McMinnville’s parks and open spaces to other parts of the city including neighborhoods, commercial areas,

downtown, schools, and regional trail systems.

#### **B.7 Pursue natural surface trails in parks and natural areas.**

A system of natural surface trails should be provided to offer single and multi-use trail access in parks and natural areas. New trails should be considered on a case-by-case basis where there is public access and include accessible options as part of the connected trail network.

#### **B.8 Implement the City’s Transportation System Plan (TSP) to provide safe and direct connections for pedestrians and bicyclists.**

Acquire and develop segments of off-street trails as envisioned in this Plan and continue to prioritize completion of the pedestrian and bicycle network identified in the City’s current TSP and future TSP updates. Develop safe crossings and attractive trail entries and trailheads at connecting parks, with signage marking trail distance to community destinations. Continue collaborating with other agencies and the public to prioritize user safety of the trail system through planning, design, maintenance, and enforcement.







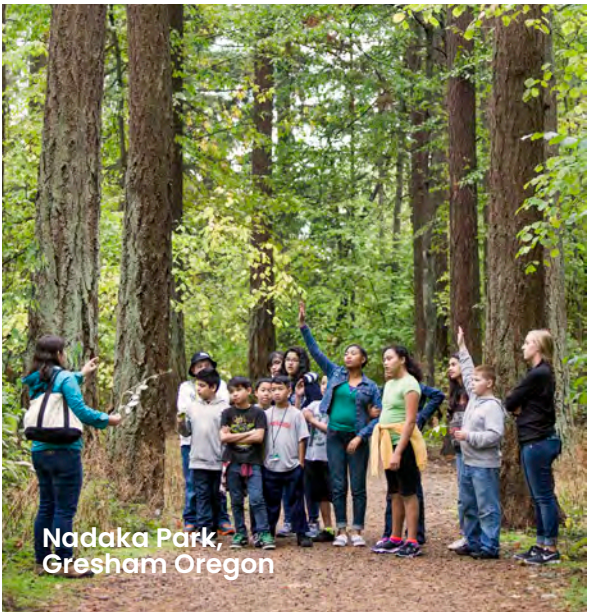
# RECREATION PROGRAMS AND SERVICES

**C.1 Increase recreational programs and events in parks and facilities.**

Continue to provide a full range of fundamental recreation programs provided by the City and other partners. Seek opportunities to expand and diversify existing programs and emphasize new programs. Consider existing demand when expanding program offerings and capacity. Focus recreation options in the following program areas: aquatics, adult fitness, sports, and wellness classes, community events, arts and culture, and opportunities and programs for youth, children, and young adults and teens. Consider the following:

- a. Recruit non-profits, partners, or individual recreation providers to offer free or fee-based activities in parks. Establish a user agreement with guidelines on park or facility costs and use.
- b. Establish a competitive recreation grant fund and process to fund programs and community events provided by other partner providers

and non-profits or individuals in City parks and facilities. Develop criteria for award selection and distribution identifying target programs (e.g., community, neighborhood and family activities, teen and adult programs, multi-cultural and Latino activities, events, or programs) and target audiences (youth, teens, seniors, low-income persons, people with disabilities and/or underserved populations).





### **C.2 Program parks and facilities to encourage use, activity, and safer spaces.**

Program parks to generate activity at different times of the day, during the evening, and on weekends:

- a. Offer programming at underused parks or spaces that will encourage more widespread use of parks and increase use.
- b. Locate programmed activities along site edges, entrances or along a main pedestrian path to promote community access and visibility.
- c. Ensure that programmed activities take place from early morning to evening all times of day, and days of the week to ensure working families and individuals can have access to activities.
- d. Increase outreach and marketing to expand community awareness of park programming opportunities and events. Market programs through a variety of platforms and methods to encourage community-wide visibility.

### **C.3 Explore pilot programs to encourage recreation participation.**

Provide pilot programs to attract people to parks, create a volunteer program, and test viability of new and emerging classes, recreation programs and events. This experimental approach may not always result in viable programs but will allow the system to evolve over time and respond to changing community preferences and needs. Continue to track trends on a regional and national basis to determine possible pilot programs.

### **C.4 Explore a variety of parks and open streets events at different scales.**

Continue to partner with the McMinnville Downtown Association and others to create, market, and staff a pop-up park and additional open street events with food, music, games, and other activities like the UFO Festival. Include interactive outreach activities at community events to learn more about needs in the area and perceived barriers to recreation options and park use.



**C.5 Recruit local businesses, entrepreneurs, and private industry partners to increase variety and expand program offerings.**

Partner with non-profit groups such as Unidos, or higher education providers such as Chemeketa Community College and Linfield University to offer culinary arts courses, business management and operations programs, and other similar opportunities while supporting small businesses and job recruitment.

**C.6 Promote events to increase community cohesion and inclusion.**

Continue to sponsor or facilitate community-wide activities and events that promote interaction among people of different generations, cultures, and abilities like the citywide Summer Fun activities. Coordinate community partners to provide and facilitate opportunities for recreation programs and sites. Enhance programs, activities and events for multi-generational families, teens/young people, and multi-cultural residents. Provide recreation materials in both English and Spanish. Consider establishing an annual marketing plan and hiring a Marketing Coordinator.

**C.7 Identify opportunities for arts and culture programming.**

Support local arts and culture in McMinnville by teaming with area partners including Visit McMinnville, Yamhill Valley Heritage Center, and others, as well as local galleries and artists. Include interpretation of the local and regional heritage, tribal traditions, and natural, cultural, and historical resources.

**C.8 Facilitate events to promote regional tourism.**

Work with partners to provide community and regional-scale events and revenue-generating activities in public spaces in and around downtown, such as in City Park, to support tourism and associated benefits for local restaurants, galleries, and businesses. Avoid larger-scale events and tournaments that are not supported by sufficient infrastructure, maintenance and staffing to address site impacts and direct needed resources to core park and recreation services.



Hidden Creek Park West  
Hillsboro Oregon

**C.9 Add games (temporary or permanent) to increase activity at parks and encourage social interaction.**

This could include bocce ball, futsal, shuffleboard, 9 square, ga-ga ball, bocce ball or similar activity. Invest in more mobile recreation equipment and pop-up activities and games that can be used in different parks, then stored and secured when not in use.

**C.10 Establish an adequate programming operations budget.**

As recommended in the Parks, Recreation & Library Buildings Plan (2021), establish an adequate operations budget for one facility and the indoor programming there, to support growth in programs and services. Apply this same model to youth and team sports, the Senior Center programming as well as new/free community programs. This is estimated to be an additional \$25,000 to \$35,000 per year across most program accounts with an additional \$25,000 to \$30,000 in revenue.

**C.11 Monitor and adjust recreation staffing levels based on participation levels and program offerings.**

When combined with other staffing strategies outlined in this chapter,

the City should ensure that non-City providers provide staffing to offset City staffing needs. The City should consider additional City programming staff based on cost recovery goals of program offerings and the recommended operations budget for indoor programming (Objective C.10).



Discovery Meadows



# D

## MAINTENANCE AND STEWARDSHIP

### **D.1 Increase park and facility maintenance staffing numbers.**

Reduce the ratio of maintained acres to 32.5 acres per FTE. Maintenance staff are responsible for carrying out routine and ongoing maintenance across the park system and for groundskeeping, as well as responding to unplanned requests or special projects. Maintenance is a top priority and will provide needed resources to respond to increasing park impacts related to trash pick-up, mowing, vandalism, and other needs.

### **D.2 Budget at least \$5,000 per acre per year for the maintenance of developed park acreage.**

The City should establish a minimum threshold for park maintenance services at \$5,000 for each developed acre; an increase of approximately 21% from the current average. After several years, the actual cost should be re-evaluated to account for inflation and to ensure sufficient maintenance of existing parks and new parks. This figure is exclusive of major capital renovation and repairs. The City should adjust this minimum

threshold periodically to account for inflation.

### **D.3 Design parks to create transitional zones between manicured areas and natural areas such as forests and wetlands.**

Create transition areas between developed and natural areas to promote parks and open spaces as an extension of natural systems. Use transition plantings such as habitat friendly native plants and understory vegetation to soften edge zones, reduce maintenance demand, promote natural processes, and enhance habitat value.

### **D.4 Develop a capital improvement program, which specifies a six-year schedule for acquisition and development of park and recreation lands.**

Create and update a formal capital improvement plan that is adopted as part of the city's budget process. This will increase transparency on project priorities with the public and ensure alignment with financial resources.



#### **D.5 Employ a tiered maintenance system based on park type.**

Develop a tiered maintenance system based on the needs and characteristics of specific parks. The four-tiered system should be applied to existing parks and facilities to determine maintenance level of service and to ensure adequate resources and future budgeting.

a. **Basic:** Most natural areas and underdeveloped parks should receive a basic level of maintenance. The basic level of maintenance includes routine monitoring, inspection and care of recreation facilities, natural areas, and landscaping. At a basic level of maintenance, the City provides routine maintenance for health and safety, but no specialized care for asset protection. A sub-category for undeveloped land is part of this maintenance type and would include limited responsibilities, except for emergency needs.

b. **Standard:** More heavily or frequently-used sites require a higher standard of maintenance. These sites receive the types of maintenance provided at “basic” maintenance sites on a more frequent basis.

c. **Enhanced:** Enhanced maintenance is needed at sites that include specialized assets and are highly visible and heavily used. These sites are maintained at the highest level and receive priority during peak use times.

#### **D.6 Provide periodic updates to the maintenance asset management tool.**

The City’s asset management software tool should be periodically updated to re-evaluate costs, track the life cycle of park assets and implement an annual replacement schedule. This should include a range of routine and ongoing maintenance responsibilities including mowing, trash pick-up, turf and irrigation repair, restroom sanitation, vandalism remediation as well as longer-term or periodic tasks such as trail/pathway resurfacing and equipment replacement. Dedicate a capital repair and replacement reserve fund to reinvest in aging facilities over their lifespan.

#### **D.7 Apply best practices in sustainable maintenance and operations.**

Incorporate sustainable park and facility maintenance practices to reduce waste, conserve water, promote energy efficiency, and mitigate potential environmental issues (including invasive species. Examples include performing regular energy audits, promoting recycling, and regular training of maintenance staff on current best practices in sustainable management. Materials appropriate to the local climate should be required in equipment purchases.



# E

## MANAGEMENT AND COLLABORATIVE PARTNERSHIPS

### **E.1 Create a parks and recreation advisory committee.**

Form a city-wide advisory committee to provide guidance on proposals and topics related to the park and recreation system to the City Council.

### **E.2 Promote diversity, equity and inclusion in McMinnville parks and recreation.**

Continue to collaborate with other departments and organizations to improve diversity, equity and inclusion in parks and recreation. Convene regular meetings with the proposed parks and recreation advisory committee, the Diversity, Equity, Inclusion Advisory Committee (DEIAC), community leaders and community-based organizations to improve outreach efforts and organizational cultural competency.

### **E.3 Continue partnership with McMinnville School District.**

Continue to maintain a cooperative relationship with the McMinnville School District regarding the development, use,

and operation of school facilities and parks located adjacent or near schools. Regularly coordinate and collaborate on areas of common interest and ensure both organization's values, needs and capacity are considered through planning and decision making. Improve communications with the McMinnville School District, with the City acting as a liaison with private and non-profit recreation organizations.

### **E.4 Update and formalize facility use agreements.**

Regularly revisit agreements with institutional or long-term users such as the McMinnville School District, Linfield University, Soil and Water, Watershed Council, club sports, and others for facility use. Discuss potential programming arrangements to maximize recreational options for the community.



**E.5 Employ equitable and inclusive place naming practices.**

Conduct intentional outreach to ensure the names of future parks and facilities promote community values, cultural diversity, and a sense of belonging for all community members.

**E.6 Improve communication with all residents and highlight success.**

Communicate progress made to achieve community recreation priorities and provide pathways for additional community feedback on future programming and development. Promote PROS Plan goals through a variety of media, including utility bills, events, press releases, email, and social media. Continue to reach out to the Hispanic/Latino community through contacts and processes identified in this planning process, using tools such as Facebook and culturally specific messages to increase involvement. Improving communication and demonstrating successes will help increase partner involvement and voter support for future funding measures. Establish being bilingual as an important hiring criterion and actively recruit staff that speaks fluent Spanish for front line staffing positions.

**E.7 Continue expanding partnerships in downtown McMinnville.**

Ensure that parks (especially City Park) and recreation are a central ingredient in strengthening the downtown. Continue working with the McMinnville Downtown Association, McMinnville Area Chamber of Commerce, private partners, and other groups to discuss opportunities for activating downtown through open street events, programs and events of all sizes, and renewed parks and facilities in and around downtown.

**E.8 Expand volunteer programs.**

Continue to leverage volunteer opportunities in McMinnville and expand, formalize and coordinate volunteer recruitment along with new pilot recreation programs, park clean ups, events, and activities. Develop a volunteer credit program to encourage volunteerism and recreation participation. Work with Linfield University to develop a student volunteer program to support recreation programs and community events. Budget for a volunteer coordinator to manage/improve volunteer programs, oversight, relationships and communications with partners, volunteers, and City staff.





Above: Rotary Nature Preserve



# 4

## OPPORTUNITIES

McMinnville residents believe strongly that parks, the trail network, and variety of facilities and programs are important to their quality of life. Despite this, there are unmet needs in the park system. This chapter presents the findings from the community engagement process and technical analyses used to assess community needs for parks and recreation and identify opportunities for future improvements.

# 4 OPPORTUNITIES

*McMinnville’s PROS Plan is rooted in equity and intended to reflect the current and projected needs of the community.*

## ENGAGEMENT COMMON THEMES

Across all activities, there were several common engagement themes that emerged and informed opportunities for McMinnville’s PROS system.

- **Parks and recreation provide a high quality of life:** According to the survey results, nearly all respondents feel that parks are important and most (70%) visit parks regularly. Results from other outreach activities also highlighted the importance of parks and recreation in McMinnville.
- **Safe parks and public spaces:** Feeling safe in parks and recreation activities was a top priority across community outreach activities. The top concerns reflect national issues relating to the presence and/or perceptions of homelessness, drug activity, and mental illness in and around parks and public spaces.
- **Improving Accessibility:** Many parks have ADA accessibility issues and physical barriers to access park features for people with disabilities and missing or narrow pathways. Meeting ADA standards does not remove all barriers and should be

considered a minimum that may not meet the City’s equity and inclusion goals. Responses from outreach activities identified a lack of opportunities for older youth and children with special needs.

- **Improved City outreach and communications:** Responses noted a need to improve information sharing about what the City offers the community.
- **Addressing aging parks and facilities:** Outreach results indicated a desire for improvements to aging parks and facilities. In particular, some play equipment is aging and, if it doesn’t already, will likely need replacement within the next 5-10 years.
- **Improving equity in program offerings:** Overall, respondents expressed a need for more community-wide activities to allow diverse members of the community to interact and feel connected. Some comments suggested that there are currently limited opportunities for people who speak a language other than English, or events or programs catered to a diversity of cultures in McMinnville.

- Greater variety of activities, especially in older neighborhoods:** There is some concern that new housing and growth areas will continue to get new, higher quality parks and facilities while established neighborhoods will not receive the same level of investment at existing parks. High school focus group students expressed a need for more than just “grass and concrete”, with more outdoor activities (facilities) for teens and more access to nature.
- Connecting to nature:** Across all outreach activities, respondents expressed a desire to prioritize access to natural areas and preserve wildlife habitat, tree canopy, and the natural environment. There is no formal public river or creek access in the system, yet there is potential in some existing parks for access.
- Improved bike and pedestrian connections to parks and recreation facilities:** Connections throughout the city and to parks and recreation facilities is a key need, including trails, sidewalks, bike facilities, and access points. Respondents to the survey indicated that existing trails are popular, and many use these facilities for recreation as well as transportation.

**FIGURE 4-1:** COMMUNITY VOICES, SURVEY 2





## **PARK LAND NEEDS**

To assess park land needs, the project team addressed park equity and access based on findings from community outreach, as well as mapping of existing parks and recreation areas and different demographic data within the city.

## **PARKLAND LEVEL OF SERVICE**

As a minimum numeric based measurement, the existing level of service for parks is a measurement of developed park acreage per total population. It is expressed as a ratio of acres to 1,000 residents. The 1999 PROS Plan established level of service goals based on guidelines from the National Recreation and Park Association (NRPA). Since then, NRPA has recommended shifting away from guidelines related to numeric based standards for community park systems and has more recently recommended using a variety of indicators to influence needed parks and facilities. In particular, the cost to build, maintain and operate any new park or facility is one of the most critical factors that influences how much the city is able to take on in addition to existing resource needs.

As a minimum, the existing parkland

level of service should serve as a benchmark to measure needs when combined with other factors including park quantity, quality, and access. McMinnville currently provides a total of 10.3 acres of park land and open space per 1,000 residents based on 2021 population estimates (Table 4-1). When applying the 20-year population estimate to the current park acreage, the future parkland level of service would be 7.5 acres per 1,000 residents with no new park development, a difference of approximately 134 acres.

## ***Growth Management Plan and Future Growth Areas***

The City's Growth Management and Urbanization Plan (MGMUP) used some assumptions from the PROS Plan but used a different population estimate for a UGB designed to accommodate a population of 44,055 residents by 2023. That growth rate was not realized and land use planning is now based on different population forecasts according to state law, with adoption to occur by the end of 2023.

Table 4-2 shows the potential assignments of park land need per study area based on the MGMUP.

**TABLE 4-1: CITY OF MCMINNVILLE CURRENT & FUTURE PARK LAND LEVEL OF SERVICE COMPARISON (2021 AND 2041)**

Park or Facility Type	Acres	2021 Population Parkland LOS (acres/1,000)	2041 Population Parkland LOS (acres/1,000)
Neighborhood Parks	16.9	0.5	0.4
Parklettes	2.3	0.1	0.0
Community Parks	163.7	4.7	3.4
Special Use Parks	3.6	0.1	0.1
Linear/Trail Parks	43.8	1.2	0.9
Natural Areas	123.4	3.6	2.6
Undeveloped	4.2	0.1	0.1
<b>Total</b>	<b>358</b>	<b>10.3</b>	<b>7.5</b>

Source: City of McMinnville; 2021 Population Estimate (Census); 2041 Population Estimate (McMinnville Housing Needs Assessment, 2019; Population Research Center, PSU, 2017)

**TABLE 4-2: GROWING MCMINNVILLE MINDFULLY; MCMINNVILLE GROWTH MANAGEMENT AND URBANIZATION PLAN PARK LAND NEEDS**

Park Type	Planning Area					
	Southwest	Fox Ridge Road	Riverside South	Redmond Hill Road	Booth Bend Road	Riverside North
Neighborhood Parks	•	•	•		•	
Community Parks	•	•				
Greenways/ Natural Areas	•	•	•	•		•

Source: City of McMinnville Growing McMinnville Mindfully; McMinnville Growth Management and Urbanization Plan, 2003 – 2023, “Findings”, and Growth Management and Urbanization Plan, 2003-2023.

### **PARK ACCESS GAPS**

Park distribution and access is another important way to measure park land need. To ensure equitable park access, the project team analyzed park access within a ¼-mile and ½-mile distance from park access points. This is roughly the equivalent of a 10-minute walk. The analysis also addressed unique demographic and socio-economic information within the park service area gaps.



## WHY IS EQUITABLE PARK ACCESS IMPORTANT?



**Parks promote healthy, connected, & resilient communities.**



**Parks increase physical activity, reducing the risk of chronic diseases, obesity, and cancer.**



**Parks improve mental well-being and productivity by reducing stress, anxiety, and depression.**



**Parks encourage community connectivity by decreasing social isolation and the associated risks of dementia, heart disease, and stroke.**



**Parks reduce crime rates and encourage community safety, trust, and capacity.**



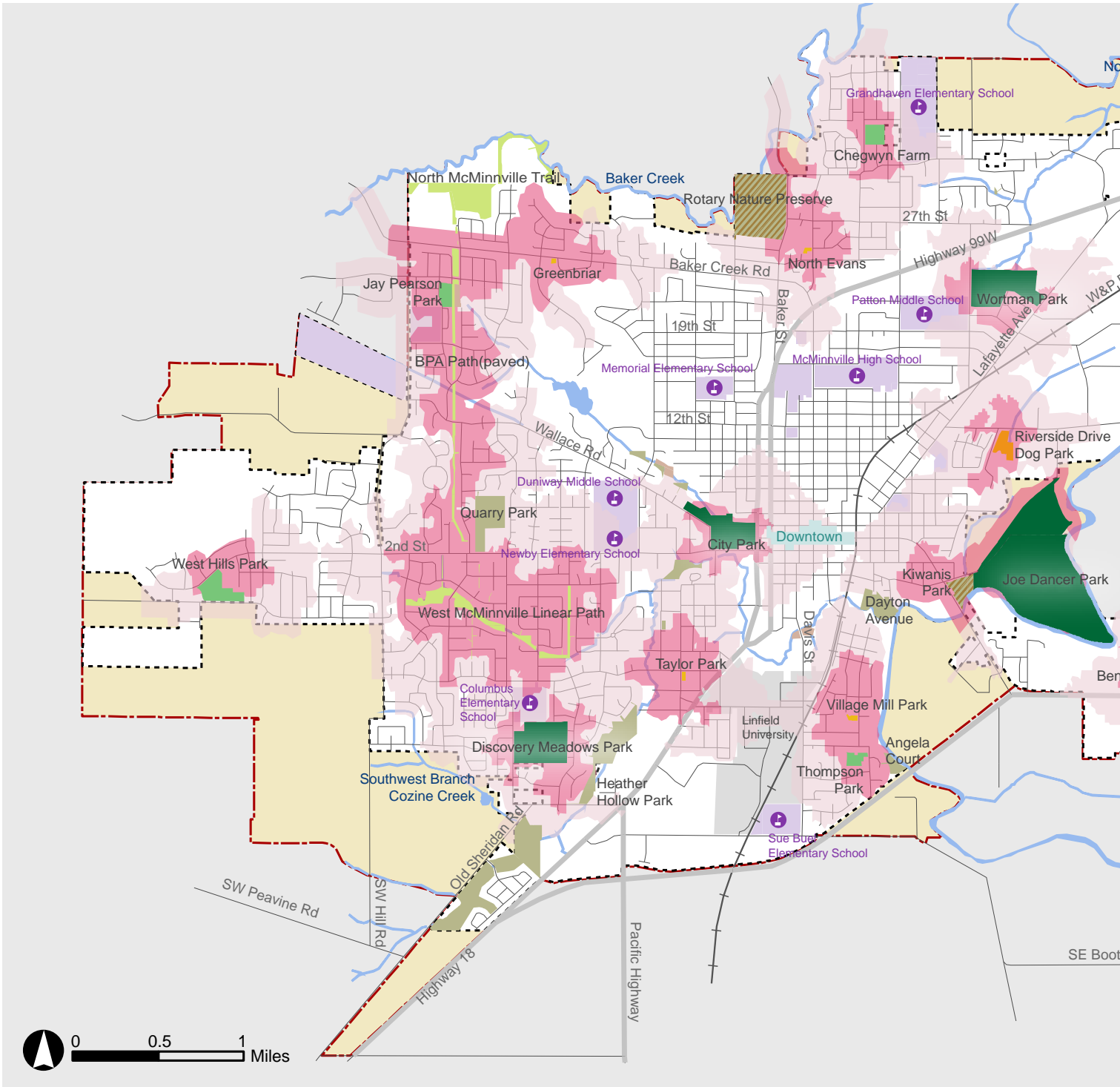
**Parks improve environmental health and climate resilience by providing cleaner air and water, reducing urban heat, and protecting against natural hazards and disasters.**











**Parks promote economic activity, a high quality of life, and place-based tourism.**

Source: MIG, The Health Benefits of Parks and Their Economic Impacts (Urban Institute)





**Park and Recreation Facilities**

- |   |                           |   |                   |
|---|---------------------------|---|-------------------|
|  | Community Parks           |  | Parklettes        |
|  | Neighborhood Parks        |  | Special Use Parks |
|  | Linear/Trail Parks        |  | Undeveloped Parks |
|  | Developed Natural Areas   |   |                   |
|  | Undeveloped Natural Areas |   |                   |

**Developed Parks Service Area**

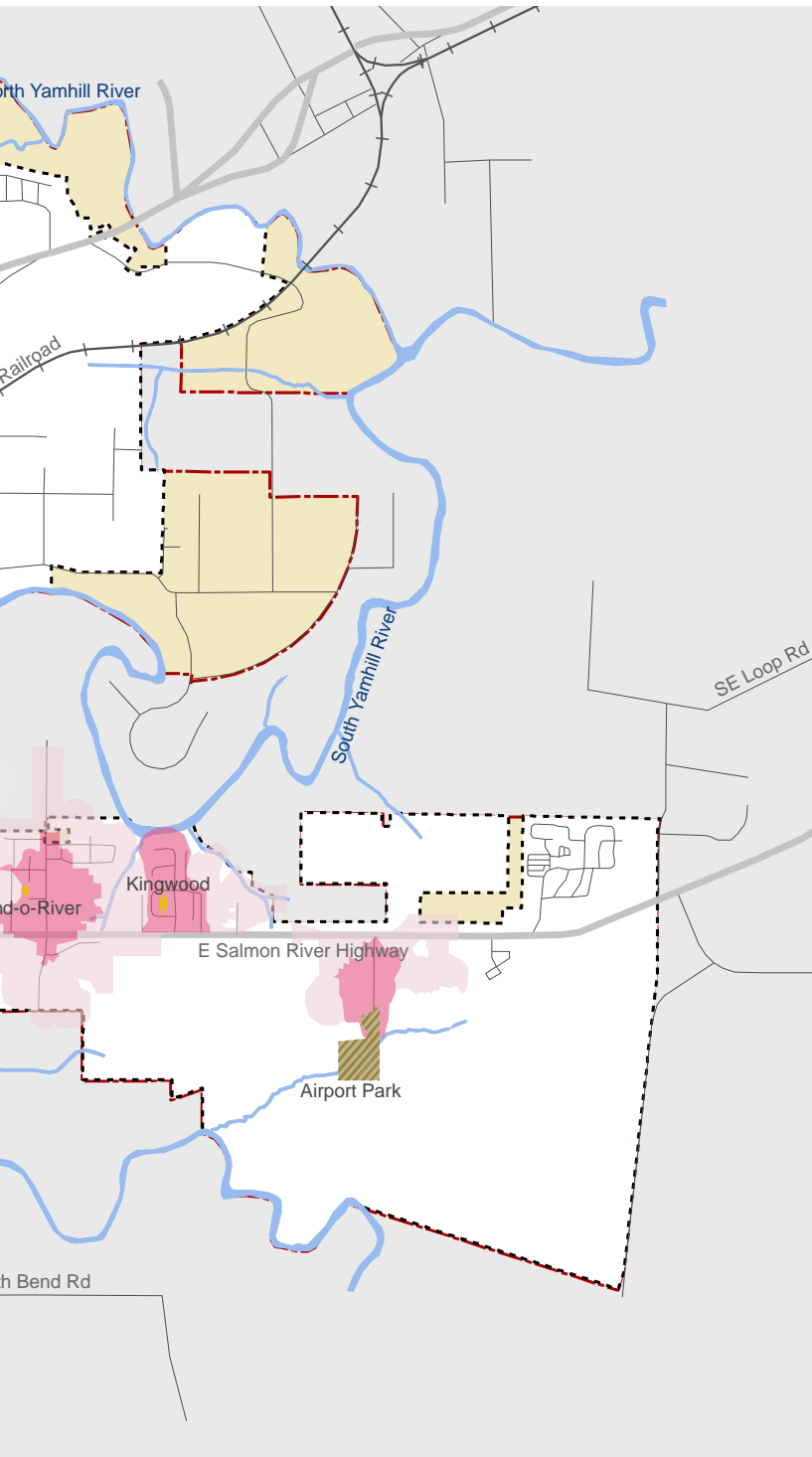
- |   |               |
|---|---------------|
|  | 1/4 Mile Walk |
|  | 1/2 Mile Walk |

**Base**











## MAP 4-1

# DEVELOPED PARKS SERVICE AREA

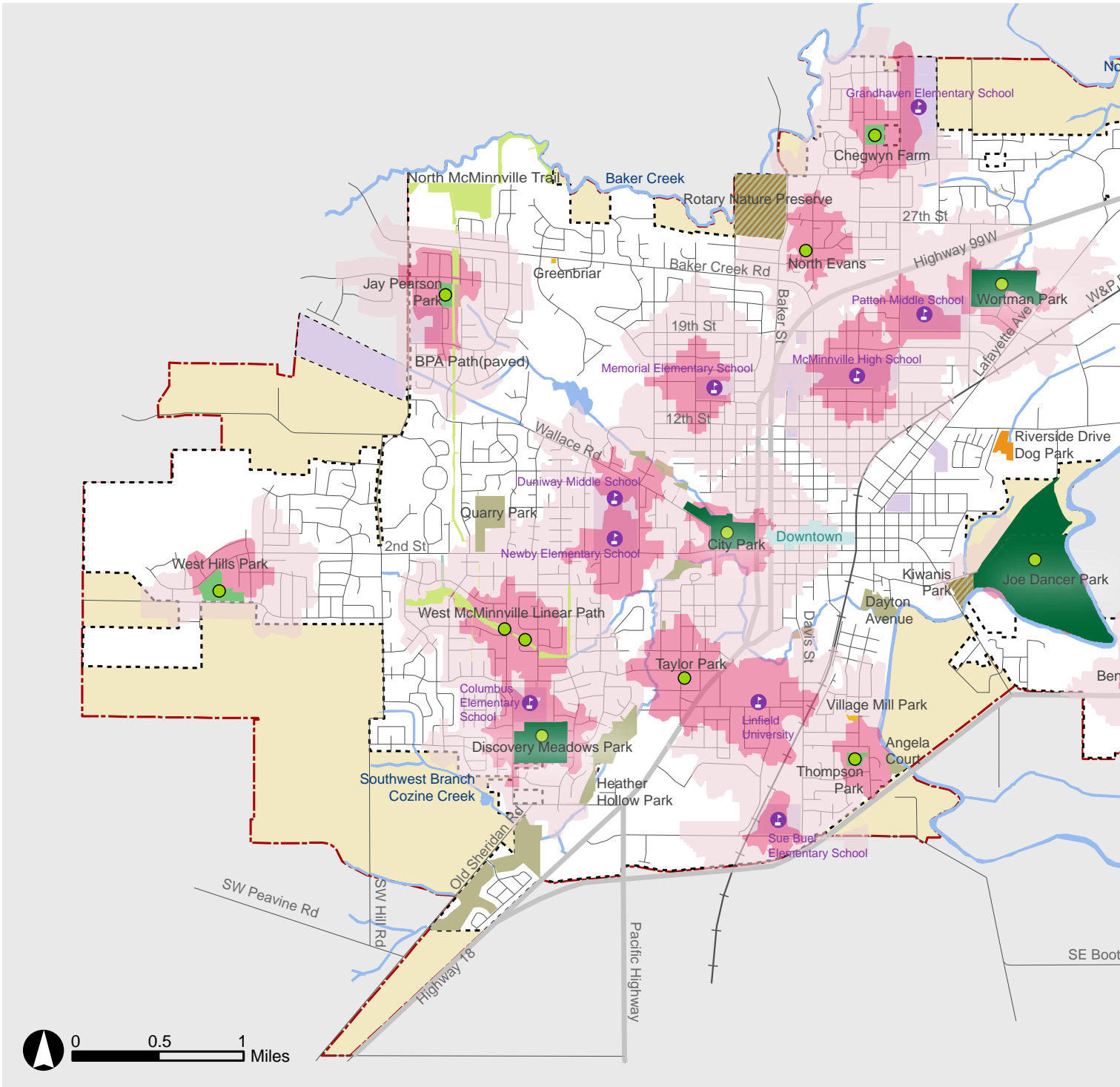


### Map Features

	Major Streets		School District Property
	Streets		Linfield University
	Railroads		Water Bodies
			City Boundary
			Urban Growth Boundary

Map 4-1 shows ¼ and ½ mile service areas from developed parks. While much of the city is within a 10-minute walk from a park, the north central area of the city is noticeably lacking parks but does have a consistent grid street network which allows for more direct connections. In that area there are several residential developments and schools. Elsewhere, a lack of connections appears to be the limiting factor for park access where existing parks are otherwise in proximity. On the northeast side of the city, the highway serves as a barrier between neighborhoods and Wortman Park. The residential areas south and east of Joe Dancer Park are separated by the Yamhill River. Airport Park and Baker Creek North Park are on the far southeast and northwest corners of the city but are near a limited street network. Some of this is in undeveloped areas where there are opportunities for increased connectivity as development occurs. Other watershed gap areas are primarily outside of residential areas. Areas that do not have a 10-minute walk to a developed park include:

- Central, near Memorial Elementary and the High School;
- West, including areas within the Urban Growth Boundary (UGB) (planning for urbanization would also need to account for parks);
- South, near Linfield University and south of Joe Dancer Park; and
- East, along the eastern end of E Salmon River Highway, including areas in the UGB.



**Park and Recreation Facilities**

- Community Parks
- Neighborhood Parks
- Linear/Trail Parks
- Developed Natural Areas
- Undeveloped Natural Areas
- Parklettes
- Special Use Parks
- Undeveloped Parks

**Parks and Schools with Sport Facilities or Play Areas**

- Parks
- Schools

**Service Area**

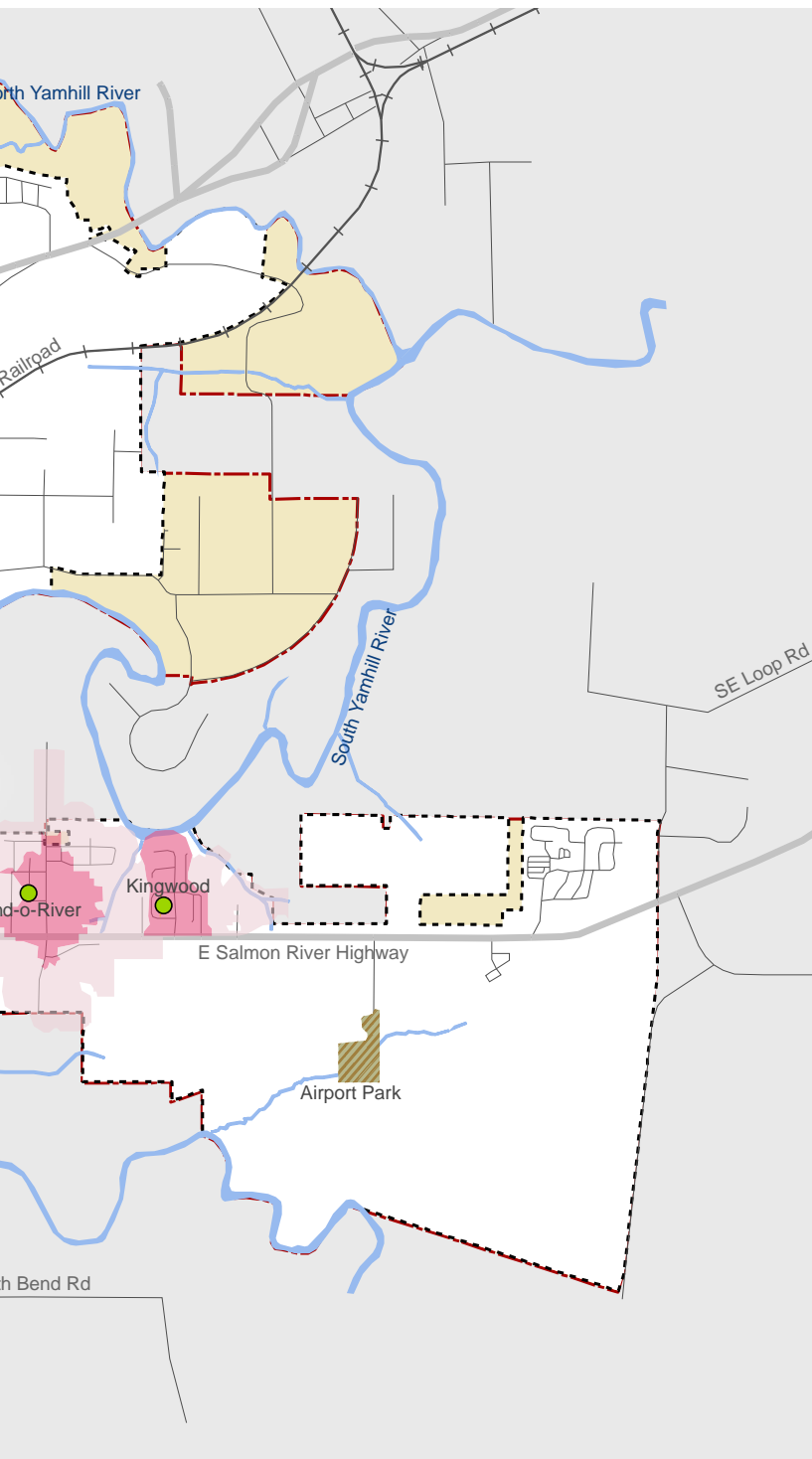
- 1/4 Mile Walk
- 1/2 Mile Walk

## MAP 4-2

# ACCESS TO SPORT FACILITIES AND PLAY AREAS

Map 4-2 shows ¼ and ½ mile service areas from parks and schools with play areas and sports fields or sports courts. When compared to Map 4-1, Map 4-2 shows gaps in other areas of the city and demonstrates the importance of partnerships with the McMinnville School District and Linfield University. Areas that do not have a 10-minute walk to sports facilities and play areas include:

- West, aside from the immediate surroundings of West Hills Park and Jay Pearson Neighborhood Park;
- Central, east of Downtown; and
- East, along the eastern side of Hwy. 99 and the E Salmon River Highway, including areas in the UGB.



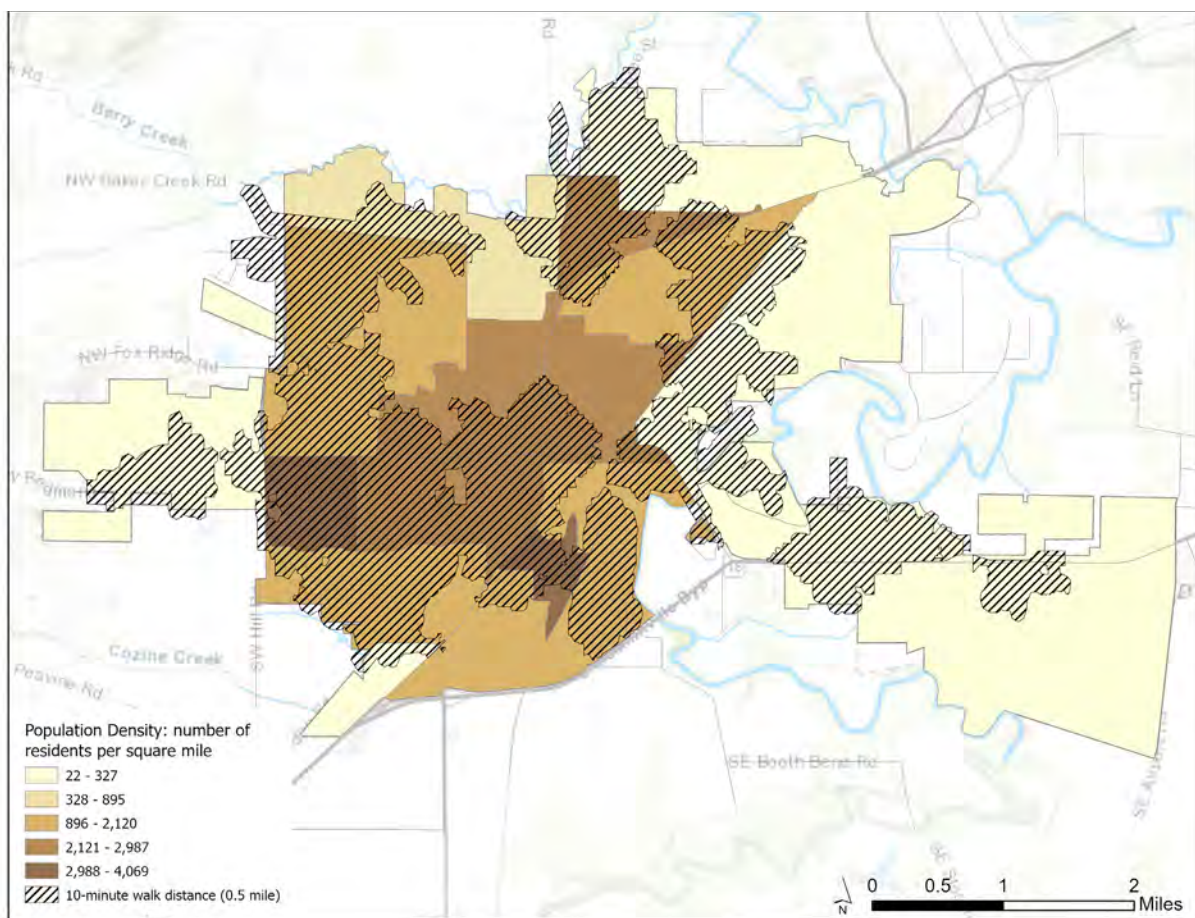
### Base Map Features

- Major Streets
- Streets
- Railroads
- Water Bodies
- - - City Boundary
- - - Urban Growth Boundary

## EQUITY FINDINGS

The planning process focused on equity, identifying historically underserved neighborhoods with a greater need for park and recreation services, and ensuring that underrepresented community members have a voice. The following maps show areas that lack nearby park access, and areas with a greater concentration of lower household incomes, higher population density, youth population, and areas with a greater percentage of people of color using Census block group data (US Census ACS 2015–2021). In each map, the black hatched areas represent areas of the city within a 10-minute walk/bike distance (¼-mile to ½-mile to a developed park).

**FIGURE 4-1: POPULATION DENSITY**



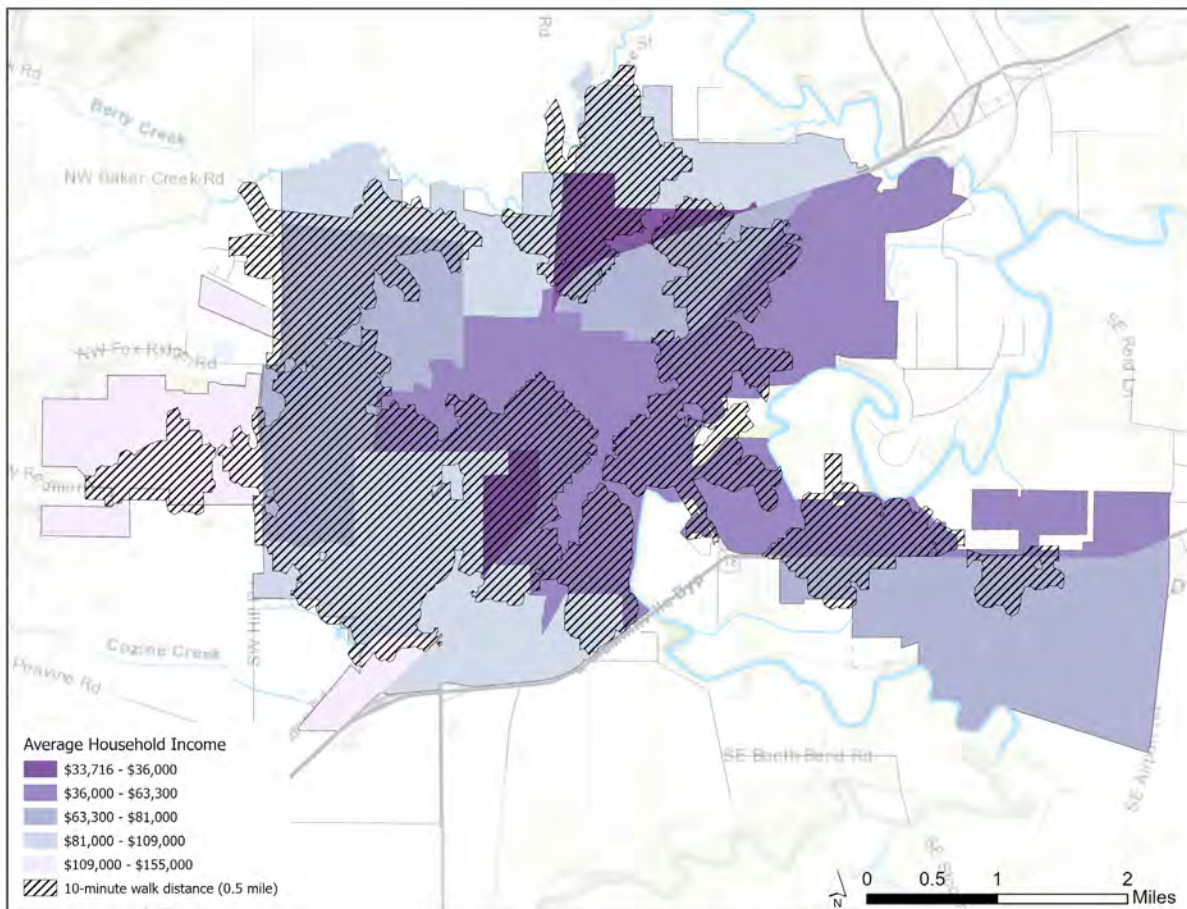
Source: MIG, US Census ACS 2015–2021

Areas with **higher population density** are important to consider as these areas typically have a greater percentage of housing types without yards or greenspace, including multi-unit housing or homes on smaller lot sizes. The residential density map identifies areas with a greater concentration of residents per square mile. The north central area and southern edge of the city have higher population densities but lack walkable access to parks. Other areas with a higher population density are well covered by walkable park access.

***A mix of large community parks, smaller neighborhood parks and even smaller pocket parks that provide equitable access to nature, rest, and play for all of McMinnville’s residents and visitors alike.***

-Online Survey 1 Respondent, Vision for the PROS system

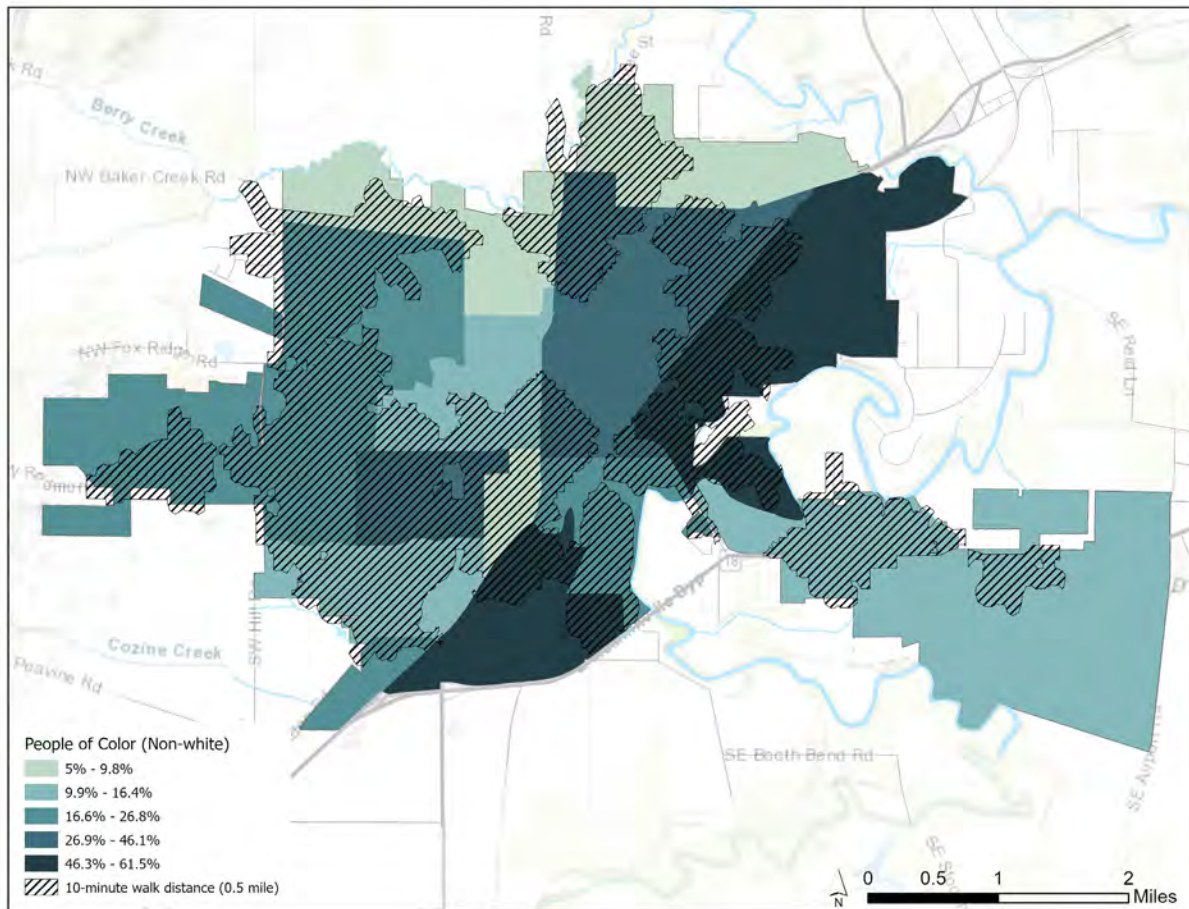
**FIGURE 4-2: AVERAGE HOUSEHOLD INCOME**



Source: MIG, US Census ACS 2015–2021

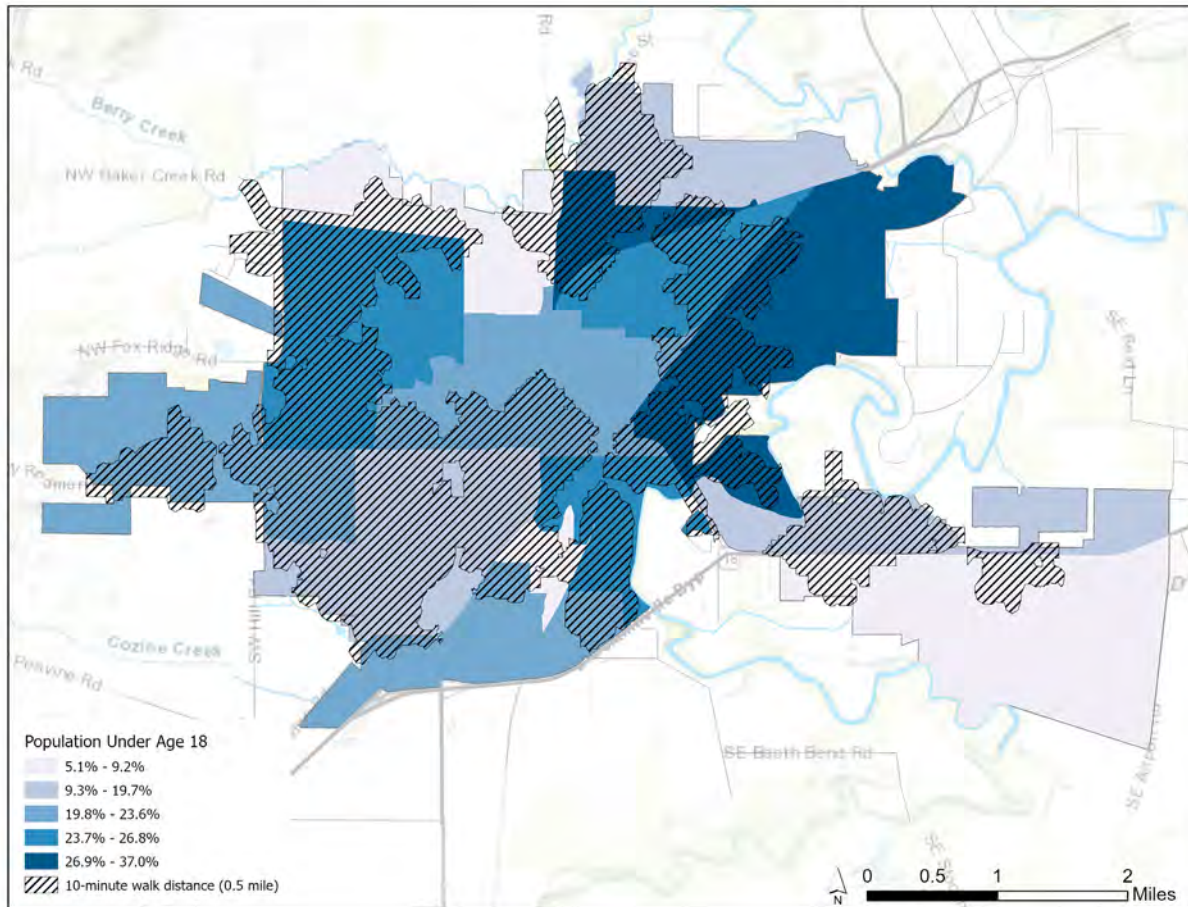
**Lower income areas** have often less public investment historically and may still have inequitable park access as a result. The average household income map identifies neighborhoods with lower incomes and a greater need for affordable or free park and recreation opportunities. Households in north central and southwestern areas of McMinnville primarily have low to medium incomes of \$36,000 to \$63,000. This is lower than most of the rest of the city. Households on the north, west, and south edges of the city within park access gaps generally have higher annual income of at least \$81,000 per household.

**FIGURE 4-3: POPULATION OF COLOR**



Source: MIG, US Census ACS 2015-2021

Across the U.S., **communities of color** have been historically disadvantaged through segregation, discrimination, environmental justice issues, and lack of public investment in facilities like parks and recreation. The population of color map shows areas with a greater percentage of the non-white population where there may be a greater need to understand different interests, concerns, or values than other areas of the city. Like the previous maps, the northeast side of the city lacks nearby developed park access, but this area also has a greater percentage of people of color. Another area with a higher percentage of people of color is around Linfield University (to the south) which does have nearby developed parks.

**FIGURE 4-4: POPULATION UNDER 18**

Source: MIG, US Census ACS 2015–2021

Parks provide a range of benefits for **youth of all ages** including support for social development, access to greenspace, and healthy activity options without needing to drive a car. The population under 18 map indicates areas of the city that have children or families. These areas may have a need for a greater variety of options. The areas of McMinnville with higher youth populations are in the northeast side of the city, but this likely represents a small number of residences within the area covered by walkable park access. Other areas with a higher percentage of youth and without nearby park access include the north central area, and western, and southern edges of the city.





### RECREATION FACILITY NEEDS

To identify recreation facility needs, the project team incorporated both statewide and regional trends as well as community engagement results. Consideration for McMinnville’s unique needs, such as the rainy climate, should continue to inform facility needs.

### STATE AND REGIONAL TRENDS

Recreation trends at the national, state and regional level provide additional insight on popular activities, challenges, and potential opportunities to consider in the City’s park and recreation system. This section includes relevant information from Oregon’s Statewide Comprehensive Outdoor Recreation Plan (SCORP) 2019–2023. The SCORP provides necessary guidance for state administered grant programs including the Local Grant, County Opportunity Grant, and Recreational Trails grant programs. The SCORP is about statewide recreation including local recreation facilities, not just state parks.

The SCORP measures statewide and county needs based on a survey of Oregon public recreation providers. Respondents were asked to rate the importance of county-level funding

need for a variety of recreation projects in their jurisdiction. **Trails, playgrounds, and restrooms** were the top needs at both the state and county level (Table 4-3).

The SCORP also includes statewide survey results for Oregon residents conducted by the Oregon Parks and Recreation Department. The survey asked residents to prioritize investments in their park and recreation system. The survey shows top priorities for four different demographic groups:

#### **SCORP Top Priorities:**

- **Latino:** Nature and wildlife viewing areas, children’s playgrounds and play areas made of natural materials;
- **Asian:** Security cameras, restrooms;
- **Families:** Children’s playgrounds and play areas made of natural materials, dirt/other soft surface walking trails and paths; and
- **Low Income:** Restrooms, dirt/other soft surface walking trails and paths.

## COMMUNITY ENGAGEMENT RESULTS

The intended use and programming of McMinnville’s parks vary based on park type. The City schedules nearly all recreation programs in three of six larger community parks due to available amenities such as parking and restrooms. The City programs most adult and youth field sports at Joe Dancer Park, and other events or camps are mostly programmed in Discovery Meadows Park or City Park. Interestingly, several of these same parks are also popular for relaxation, including City Park and Joe Dancer Park. Figure 4-5 summarizes the most popular parks in McMinnville by each of the four general activities from the online survey.

In addition to these, some of the most frequently mentioned activities for “other” activities included:

- Walking, biking, or hiking
- Playing or walking with dogs
- Being in nature
- Being with families and friends
- Working (remotely in parks)

**FIGURE 4-5:** “WHICH PARKS OR RECREATION AREAS DO YOU GO TO IN MCMINNVILLE AND WHY?”: TOP RESULTS FROM SURVEY 1



### Fun or Play

- City Park, Discovery Meadows



### Sports or Fitness

- Joe Dancer Park, City Park



### Relaxation

- Tice Woods/Rotary Nature Preserve



### Programs or Events

- City Park, Joe Dancer Park

**TABLE 4-3:** PUBLIC RECREATION PROVIDER NEED, STATE AND REGIONAL COMPARISON (OREGON SCORP)

Top Statewide Needs	Top Yamhill County Needs
1. Community trail systems	1. Children’s playgrounds and play areas made of natural materials
2. Restrooms	2 (tie). Community trail system
3. Children’s playgrounds and play areas built with manufactured structures	2 (tie). Restrooms

Source: Oregon SCORP, 2019-2023

Community outreach results provided insights into the community’s desires for the future of the parks and recreation system. Results from the online survey showed that respondents value trails, passive gathering places, and play spaces in parks.

When asked about park and recreation system needs, the most frequently cited needs are to ensure safety and cleanliness at parks (Figure 4-6). City Park and Joe Dancer Park are two of the most popular parks and need the most improvements according to the survey results. Another common need in McMinnville’s parks was to provide more things to do.

The project team also compared all results from the online survey with results from nine census block groups which have low household median incomes, higher rates of poverty, and a higher proportion of people who identify as Hispanic, Asian, and

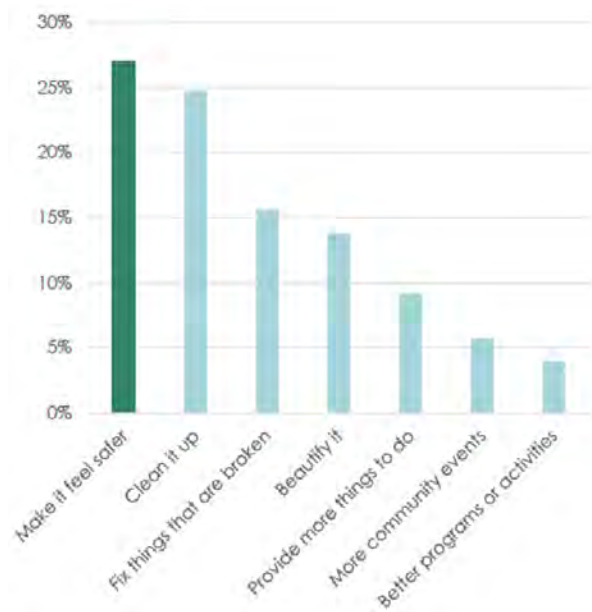
Multi-Race. The comparison found that there aren’t substantial differences between the nine census block group responses and total responses from the survey. Noticeable differences for these census block group responses included slightly lower reported needs for park cleanup and slightly greater needs for providing more things to do in parks.

**SPORTS FACILITIES**

McMinnville has several public sports courts and fields. This inventory does not include sport fields and courts that are associated with schools which are not always available to the public. According to survey responses, people most often use Dancer Park, City Park, and Discovery Meadows Park for sports and fitness uses. This is likely due to the presence of 33 (out of 39 total) sports facilities, fields, and courts in those parks. New pickleball and basketball courts were the most prominent sports-related need in the online survey.

Expanding recreation facilities was one of the highest priorities from the 1999 PROS Plan. Actions listed in that plan include adding baseball/softball fields, outdoor basketball courts, outdoor volleyball courts, soccer fields, and tennis courts. Since 1999, the City has added 15 additional sports facilities. Table 4-4 provides a summary of McMinnville’s existing facilities with a comparison to NRPA metrics. When compared to communities of a similar size, McMinnville has more rectangular (soccer, football, etc.) and diamond fields (softball, baseball, etc.) but fewer courts (basketball, tennis, etc.). This suggests a need for additional courts, including pickleball, which is growing in popularity according to public outreach.

**FIGURE 4-6: WHAT WOULD YOU CHANGE IN EXISTING PARKS IN MCMINNVILLE? (ONLINE SURVEY 1 RESULTS)**





**TABLE 4-4: CITY OF MCMINNVILLE RECREATION FACILITIES AND NRPA PARK METRICS (2021 AND 2041)**

Facility Type	City of McMinnville		NRPA Benchmark (Residents per facility)	Difference from Metrics (Number of Facilities)	
	Current Inventory	Current Residents per Facility		Existing (2021)	Future (2041)
Basketball courts (full court)	1	34,666	7,117	4 (need)	6 (need)
Rectangular fields	12	2,889	4,947	-5 (surplus)	-2 (surplus)
Tennis courts (outdoor)	2	8,667	5,815	4 (need)	6 (need)
Pickleball (outdoor)	6	5,778	9,257	2 (surplus)	1 (surplus)
Diamond fields	13	2,667	5,033	-6 (surplus)	-4 (surplus)
Multiuse courts	0	0	14,800	2 (need)	3 (need)

Source: City of McMinnville and NRPA based on communities with a population of 20,000-50,000; 2021 Population Estimate (Census); 2041 Population Estimate (McMinnville Housing Needs Assessment, 2019; Population Research Center, PSU, 2017)

## PLAY AREAS

Play opportunities are one of the top things McMinnville families with children love about parks. City Park and Discovery Meadows are the most popular parks for play in the city. The 1999 PROS plan identified a need for 13 additional playground areas and renovations to existing playground areas. Since then, five additional playgrounds have been built in the City. McMinnville now has 15 playgrounds.

Renovations are a more pressing need than most other typical recreational facilities in a park because most of the City's play equipment will likely need replacement around the same time and within the next 5-10 years. One theme that emerged from community engagement was the need for more splashpads/water play opportunities. Community input also identified a need for more physically accessible and sensory-sensitive play equipment in parks. While McMinnville has multiple accessible playgrounds, Jay Pearson Neighborhood Park is the only one with barrier-free play equipment that exceeds ADA standards

## OTHER OUTDOOR RECREATION FACILITIES

There are several additional facilities that would further support outdoor recreation and the community's use and enjoyment of McMinnville's parks based on community survey results.

- **Off-leash dog areas:** Riverside Drive Dog Park is a much-loved community amenity, but there is a desire for an additional dog park by 2041.
- **Disc golf course:** Wortman Park has

an existing disc golf course as does Linfield University. This growing sport could potentially use another course in the city.

- **Water access:** There is limited public access to water bodies in McMinnville. Additional water access is needed to the South Yamhill River, either within existing parks or as part of future park or natural area opportunities.
- **Amphitheater:** There is desire for an outdoor performance area or amphitheater to serve as a venue for community concerts and other events.
- **Community gardens:** No public community gardens exist in the City. Based on community outreach results, there is potential need for multiple community gardens throughout McMinnville, especially in areas where there is higher density housing and smaller lot sizes.
- **Skate park:** Two skate parks exist in McMinnville, including the popular facility at Joe Dancer Park. While smaller additional skate features are needed in future parks, there is also a need to improve the existing facilities at Joe Dancer Park and Discovery Meadows.
- **Bike parks:** There are no off-road mountain biking facilities or bike skills parks in the city. There is a need for additional off-street cycling opportunities, including a bike skills course or pump track in existing community parks, or potentially in other sites that link to the on-street system. This need was especially highlighted by youth during outreach.

## MCMINNVILLE PUBLIC FACILITY EVALUATION

In addition to the community engagement conducted for this Plan, park related public outreach was concurrently collected as part of the McMinnville Public Facility Evaluation for the Planning for Equity: Infrastructure & Investments in McMinnville Neighborhoods Project. Completed in June 2023, the Evaluation analyzed if the city has an equitable approach to maintenance, planning and prioritizing projects. Five key infrastructure systems were reviewed including pedestrian safety, roadway infrastructure, storm drainage system, sanitary sewer system and parks. Public outreach included an

online survey and tabling events with a printed version of the online survey map and corresponding comment cards. The Evaluation's park related public comments largely paralleled the findings from the PROS Plan's engagement activities to date. Common themes included the need for more public restrooms, lack of parks and greenspace in downtown McMinnville, drainage and flooding issues, lacking amenities in certain parks, maintenance concerns, and the desire for additional dog parks, skate parks, and opportunities for older youth.



Jay Pearson  
Neighborhood Park



## INDOOR AND SPECIALIZED FACILITY NEEDS

The City completed a Facilities & Recreation Plan & Feasibility Study in January 2020 to analyze the condition of recreation facilities and programs in McMinnville and to make recommendations regarding improvements, funding, operations, staffing, and implementation. A major finding of the Plan was a recommendation to build a new community/recreation/aquatic center.

- The **COMMUNITY CENTER** was found to be in poor condition with many repairs needed. It is not ADA accessible; not well designed for recreation, sports, fitness and art; not easy to supervise children; does not provide hub for community activities; not enough parking; no outdoor space for programs and activities.
- The **AQUATIC CENTER** was found to be in poor condition with many repairs needed. It is not ADA accessible; has inadequate locker rooms/no family changing room; needs recreation pool amenities; has security issues; the weight room is too small; and there is not enough parking.
- The **SENIOR CENTER** is in better condition because it is a newer building and has fewer needed repairs. It has no fitness or active recreation space; needs more event space; has poor access to back rooms; and is not well used by older adults and active seniors. The Plan's recommendation is to renovate the Senior Center and support senior fitness and events in a new recreation center.



Aquatic Center



## TRAIL NEEDS

Trails are a high priority throughout Oregon and trails are a popular amenity in McMinnville, providing recreational opportunities and connecting people across neighborhoods. The 1999 PROS plan identified several new trail opportunities, identified in Figure 4-5 below.

The Transportation System Plan (TSP) is more recent, completed in 2010. The TSP includes planning for bike and pedestrian routes in McMinnville. This plan identified “shared-use paths” as a bikeway also used by pedestrians which often winds through open space and connects destinations and a need for a connected system both on- and off-street.

At the time of the TSP Plan, there were only two shared-use path facilities in McMinnville: “(1) the Southwest Greenway, which was also designed and functions as a linear park and

a stormwater detention facility, and (2) the newly constructed shared use path, located between West Second Street and Wallace Road.” The TSP found that these paths provided good neighborhood connectivity but did not provide significant cross-town connectivity. The TSP also stated that “(there is not) much opportunity to expand the shared-use path system., except for that portion planned for extension north of Wallace Road through the Shadden Claim to Baker Creek Road.”

This path network has been expanded since 2010, but new opportunities since then should continue to be explored including along waterways, utility corridors, railroad rights-of-way, and any newly acquired public lands. Aside from those opportunities, new paths/ trails can be provided on-street and within the City’s parks, in particular Airport Park and Tice Woods - Rotary Nature Preserve.

**FIGURE 4-5: OFF-STREET TRAILS AND IMPLEMENTATION PROGRESS**

1999 PROS Plan Recommendation	2023 Status		
	Not Started	In Progress	Completed
Development of linear parks in future neighborhoods	•		
Greenway connector between new neighborhood park proposed school and Tice property	•		
Yamhill River Greenway trail	•		
Trail connections to Dancer Park/Yamhill River	•		
Greenway along Baker Creek connecting Tice/BPA Easement	•		
Trail in the Baker Creek greenway			•
Westside Trail (BPA Easement)			•
Cozine Creek Greenway trails	•	•	
Pedestrian bridge from Bend-O-River Neighborhood to Dancer Park	•		
Trail from Dancer Park to Cozine Creek	•		
Linear park along Cozine Creek in southwest	•		
Barber Property trails	•		
Extend Westvale Linear Park to Hill Rd	•		

Source: 1999 PROS Plan, MIG



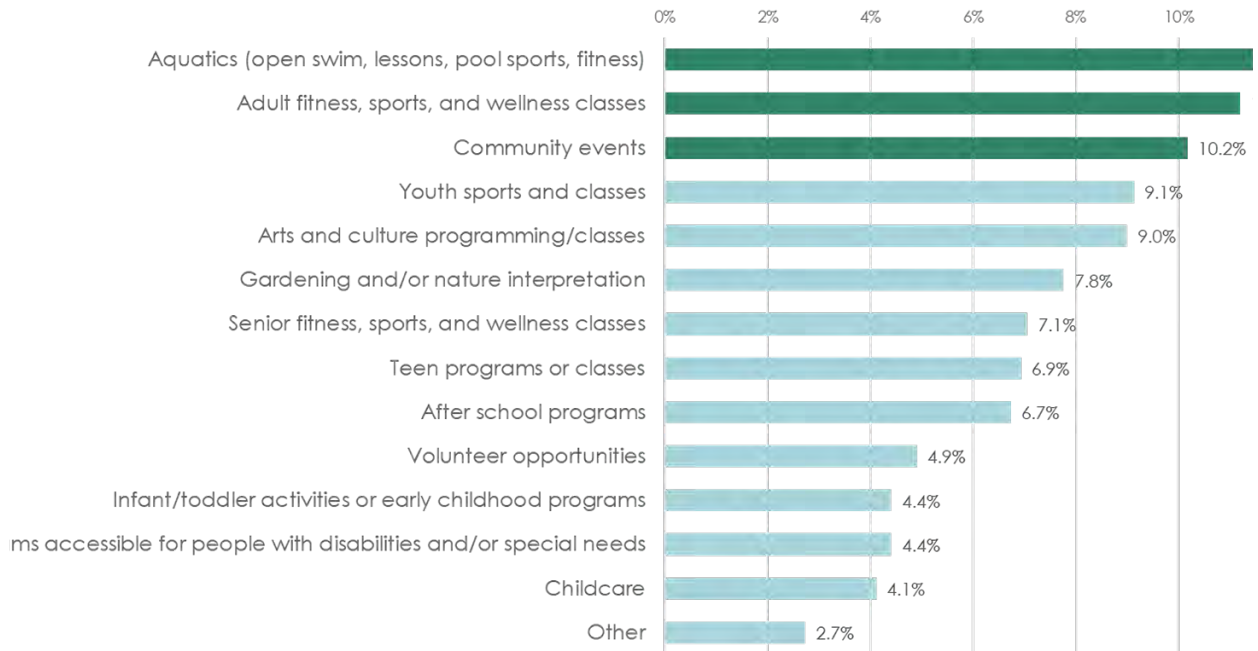
### RECREATION PROGRAM NEEDS

The McMinnville Parks and Recreation Program offers a wide array of year-round classes, sports, and activities for people of all ages. McMinnville Parks and Recreation Department is a regional provider of recreation services with approximately 30% of participants coming from outside the city.

According to the online survey approximately 80% of respondents

participate in McMinnville’s recreation programs. People who don’t or rarely participate in City of McMinnville recreation programs cite a lack of information as the primary reason. Community engagement results also identified a lack of interest in the programs offered as a reason for not participating. More detail about the types of programs people would like to see more of are shown in Figure 4-6.

**FIGURE 4-6:** “WHAT TYPES OF RECREATION PROGRAMS AND ACTIVITIES WOULD YOU LIKE TO SEE MORE OF OFFERED BY THE CITY OF MCMINNVILLE?” (ONLINE SURVEY 1 RESULTS)





Above: Chegwyn Farms  
Neighborhood Park



# 5

## ACTION PLAN

Creating the envisioned future park system requires a phased approach with incremental improvements over time. Some projects are low cost and easy to implement, while others may be more complex or based on future opportunities. This chapter describes the envisioned park and trail system, identifies capital projects for the next 20 years, and explores capital and maintenance costs and funding sources. Using priorities based on community input, a short-term (five-year) action plan outlines projects that the City should pursue first and foremost to address community needs.

# 5 ACTION PLAN

***Over the next 20 years, the City of McMinnville will enhance its park system through new park development, as well as maintaining, improving and enhancing existing sites.***

This Plan represents the culmination of a long-term, community-driven vision for McMinnville’s park, recreation and open space system. Moving forward, the City must prioritize short-term actions that will advance long-term visionary projects. Preparation and flexibility will be necessary throughout implementation to respond to shifting community, political and economic interests over the next 20-years. In the face of this change, community needs and priorities should remain at the heart of the Plan’s future actions and priorities.

To help the City achieve this community vision, this chapter provides the long-term planning-level cost estimates for McMinnville’s envisioned future park and recreation system. This includes costs for existing parks and recreation facilities, as well as proposed sites and greenways. The summary includes cost assumptions used to base estimated costs for each proposed project or improvement.

**FIGURE 5-1: ACTION PLAN PROCESS**



## 20-YEAR CAPITAL IMPROVEMENT PROJECTS

Projects identified in the capital project list represent the long-term 20-year need for parks and recreation in McMinnville and will require phasing and funding from a range of different resources. Inputs utilized to create the capital project list included staff interviews, online public surveys and other community/stakeholder outreach, and discussions with the DEIAC, Planning Commission, and City Council (Figure 5-1).

The total cost of developing and maintaining the system is critical to plan implementation and the build-out of the system. Tables 5-1 and 5-2 summarize the general order-of-magnitude costs to assist in evaluating and prioritizing projects for future consideration in City budgeting. Appendix C provides the complete list of capital project details and maintenance needs.

## EXISTING PARKS AND FACILITIES

Based on existing conditions, feedback from the City, and the community-supported vision, new facilities or renovations are proposed for nearly every park in the system. This includes facilities for sports, play, gathering, user comfort and safety, and more. A total of approximately \$34,832,850 is proposed to complete recommended improvements and new projects to existing parks and facilities.

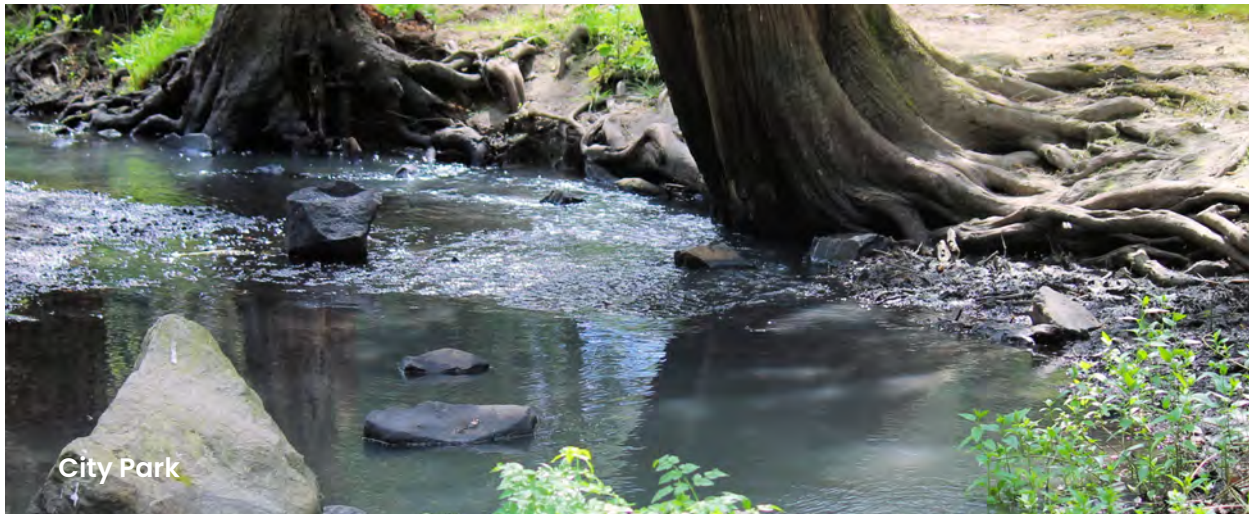
Most of this cost is directed to McMinnville’s four community parks which were identified as having the most significant use and related needs for future improvements. Additional costs stem from renovations or improvements to parkettes and neighborhood parks, and infrastructure or repair/replacement projects in Riverside Drive Dog Park (a special use park), linear/trail parks, and natural areas.

**TABLE 5-1: EXISTING PARKS AND FACILITIES 20-YEAR CAPITAL PROJECT COSTS**

Park or Facility Type	Inventory Total		Total Capital Costs
	#	Acres	
Neighborhood Parks	4	18.1	\$2,310,000
Parkettes	6	2.3	\$3,928,900
Community Parks	4	163.7	\$22,070,000
Special Use Parks	1	3.6	\$435,000
Linear/Trail Parks	13	43.8	\$2,553,200
Natural Areas	16	123.4	\$3,535,750
Undeveloped	3	3.0	\$0
	47	357.9	\$34,832,850

Source: MIG

\*Costs are planning-level estimates in 2023 dollars, not accounting for inflation. All costs are rounded. Actual costs should be determined through site planning, maintenance planning and construction documents. Actual costs may be higher or lower depending on site needs, the scale of the facility, and changing market prices for materials.



### NEW PARKS AND GREENWAYS

For new parks and facilities, the proposed Capital Improvement Project list combines findings from the community outreach process with an assessment of existing conditions including future growth areas, park location, and current park land level of service. A total of approximately \$80,368,000 would be needed to expand the park and recreation system into future growth areas, as well as new greenway connections linking new and existing neighborhoods in McMinnville.

The project list identifies seven new parks sites that align closely with the recommended locations of the City’s UGB Framework Plan, and two infill park sites based on the findings of this planning effort and community input. These costs include land acquisition and development costs and assume either a 5-acre minimum site for neighborhood parks where possible or an approximately 20-acre site for a community park. New parks and greenways are assumed to be developed in conjunction with or near the same time as new development.

**TABLE 5-2: PROPOSED FUTURE PARKS AND GREENWAYS TOTAL PROPOSED 20-YEAR CAPITAL PROJECT COSTS**

Proposed Park or Facility Type	Proposed Total			Total Capital Costs
	#	Acres	Miles	
Proposed Neighborhood Parks	6	29.2	-	\$33,580,000
Proposed Community Park	1	20	-	\$26,000,000
Proposed Greenways	9	92.4	16.8	\$20,787,955
	16	141.6	16.8	\$80,367,955

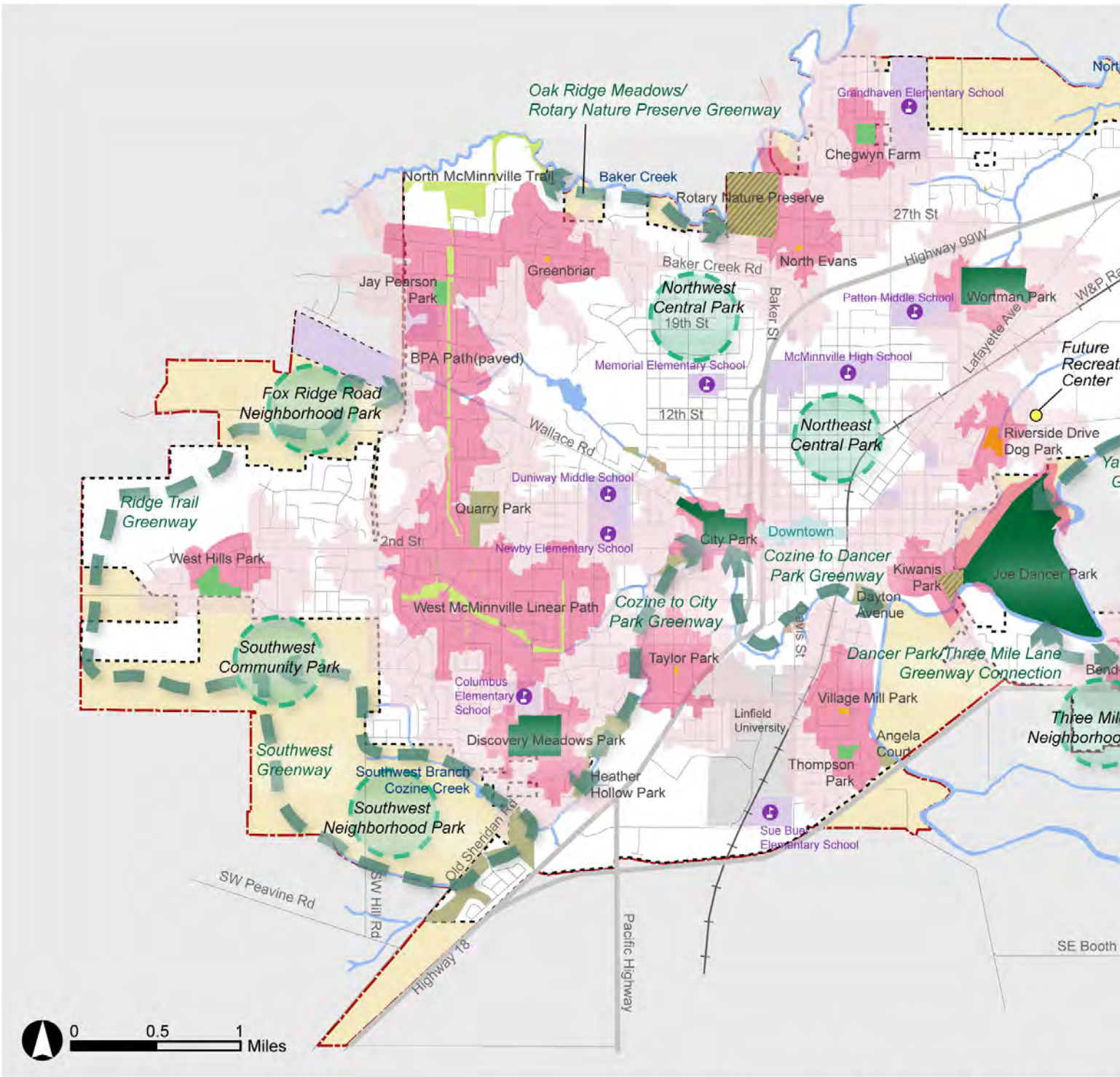
Source: MIG

\*General acreage assumptions provided. Actual acreage may vary.

\*\*General trail mileage assumptions provided. Actual mileage may vary.

- Fox Ridge Road Neighborhood Park:** development of a 5-acre minimum park to serve existing park service gaps as well as future development in this growth area along Fox Ridge Road in western McMinnville. This park should be co-located on or near the future high school site. The Fox Ridge Area Plan identifies this park as a key feature of the Plan, recommending it to include opportunities for passive and active recreation that is accessible to all residents within a 10-minute (or ½ mile) walk of their home.
- Riverside South Neighborhood Park:** Development of a 5-acre minimum park to serve existing park service gaps as well as future development in this growth area along Riverside Drive in northeastern McMinnville. The Riverside South Area Plan recommends the creation of this park to serve future residents in the area that are otherwise separated from other residential areas and recreation opportunities.
- Southwest Community Park:** Development of an approximately 20-acre park to serve the entire community, including future development in the west side of McMinnville. The Southwest Area Plan recommends the creation of this park to accommodate community park land needs and serve future residential uses. The recommended location is near SW Redmond Hill Road, in the northern portion of the Plan area. This location allows the park to be easily accessible to both existing and future residential areas in McMinnville.
- Southwest Neighborhood Park:** development of a 5-acre minimum park to serve future development in this growth area along SW Hill Road S in western McMinnville. The Southwest Area Plan recommends the creation of this park to ensure future residents have access to a park within a 10-minute (or ½ mile) walk of their home.
- Three Mile Lane Neighborhood Park:** Development of a 5-acre minimum park to serve future development in this growth area along NE Three Mile Lane in eastern McMinnville. This park is in response to community engagement efforts for the Three Mile Lane Area Plan that highlighted the need for additional parks and open space opportunities adjacent to existing and future residential areas. The park will prioritize gathering spaces that incorporate natural areas and views as recommended by the Plan.
- Northeast Central Park:** Development of a 5-acre minimum park to serve existing residents in the Central McMinnville area, east of Highway 99W. The park access analysis and community input revealed that many residents in Central McMinnville do not have access to a park with a ½ mile walk of their home.
- Northwest Central Park:** Similarly to the Northeast Central Park, development of an approximately half-acre infill park (based on existing lot sizes) would further increase equitable park access for existing residents in the Central McMinnville area, west of Highway 99W.





**Park and Recreation Facilities**

- Community Parks
- Neighborhood Parks
- Linear/Trail Parks
- Developed Natural Areas
- Undeveloped Natural Areas
- Parklettes
- Special Use Parks
- Undeveloped Parks

**Developed Parks Service Area**

- 1/4 Mile Walk
- 1/2 Mile Walk

**Future Parks and Trails**

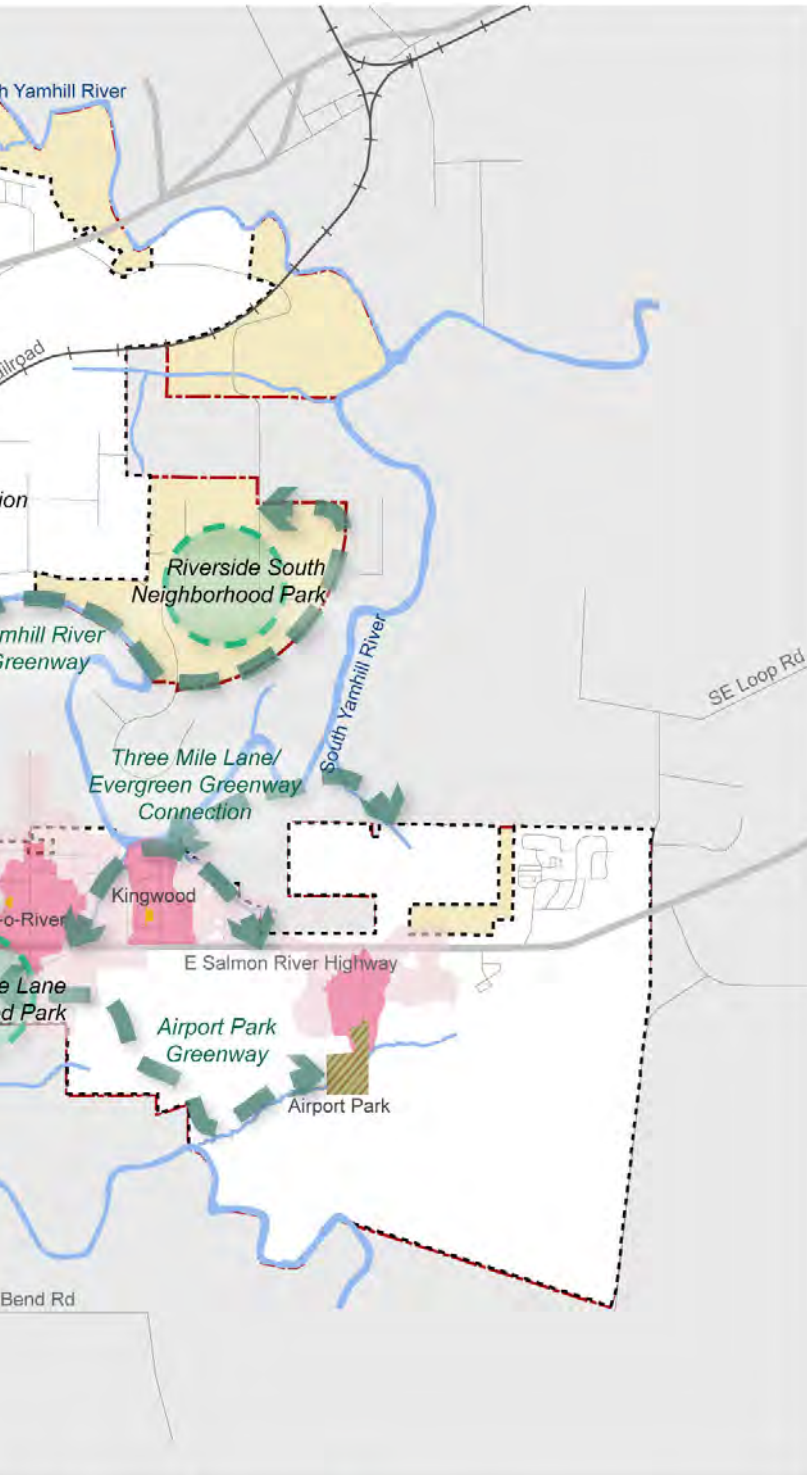
- Proposed Park Search Areas
- Proposed Greenways

## MAP 5-1

# FUTURE PARKS & RECREATION SYSTEM

This map represents the envisioned future parks and recreation system at full buildout by 2041. Specific sites for proposed parks and alignments for proposed trails are not yet determined. As such, the green dashed circles and lines represent approximate locations, which will need further feasibility assessments. The proposed parks are not represented by their conceptual footprint, but rather by their 1/2 or 1/4 mile service area, so we can see how these parks would help to fill geographic gaps in developed park access.

*\*Future Recreation Center. Outdoor amenities such as pickleball, other sports courts and playgrounds are also anticipated on or near the site.*



### Map Features

- Major Streets
- Streets
- Railroads
- School District Property
- Linfield University
- Water Bodies
- City Boundary
- Urban Growth Boundary

There are also nine new off-street greenways identified in the CIP. These projects add to the envisioned pedestrian and bicycle network identified in the City’s Transportation System Plan, UGB Framework Plan, 1999 PROS Plan, and other planning studies, linking with other existing and planned off-street trails and pathways, new sidewalks, and bike lanes. Costs assume development of the greenway trail only and do not account for land acquisition costs since the location and alignment will vary and may include easements. Some proposed greenways will also be located within existing city property including Cozine Creek Greenway.

- **Airport Park Greenway:** development of an approximately 1.5-mile greenway trail connecting Airport Park with planned uses in the Three Mile Lane neighborhood and a future neighborhood park.
- **Cozine to City Park Greenway:** development of an approximately 1.3-mile greenway trail along Cozine Creek connecting City Park, Carlson Natural Area, Tall Oaks Cozine Natural Area, and Heather Hollow Park.
- **Cozine to Dancer Park Greenway:** development of an approximately 1.2-mile greenway trail along Cozine Creek connecting City Park west to Joe Dancer Park.
- **Joe Dancer Park/Three Mile Lane Greenway Connection:** development of an approximately 0.3-mile greenway trail connecting Joe Dancer Park with the Three Mile Lane neighborhood.
- **Oak Ridge Meadows/Rotary Nature Preserve Greenway:** development of an approximately 1-mile greenway trail connecting Oak Ridge Meadows with Rotary Nature Preserve.
- **Ridge Trail Greenway:** development of an approximately 3-mile greenway trail connecting the future Southwest Greenway to planned uses in the Fox Ridge Road neighborhood and the BPA Pathway.
- **Southwest Greenway:** development of an approximately 5-miles greenway loop trail in Southwest McMinnville connecting Cozine Creek with the future Ridge Trail and Southwest Community Park.
- **Three Mile Lane/Evergreen Greenway Connection:** development of an approximately 1.5-mile greenway trail connecting the Three Mile Lane neighborhood with Evergreen.
- **Yamhill River Greenway:** development of an approximately 2-mile greenway trail connecting Joe Dancer Park with the future Riverside South Neighborhood and park.



## COST ASSUMPTIONS

To help prioritize and sequence projects in annual workplans and budgets, the PROS Plan includes a cost assumptions table that can be used for future cost estimating for other new projects and inflation. Appendix C identifies planning-level costs for future investment decision-making. Capital costs represent one-time costs to acquire, develop, build, or renovate park infrastructure and features. Because some funding sources are restricted in the type of expenditure they can support, it is important to consider capital costs separately from operations or maintenance costs.

Cost assumptions are grouped into three categories for ease of planning-level budgeting based on the type of proposed project. Costs are also based on the assumption that different parks and facilities have varying expectations of improvements. Definitions of the categories are included to the right.

- **Build/Add:** Reflects an allowance for the fully-loaded cost for park acquisition/design/development or the addition of a new facility or amenity. In some cases where noted, the cost represents an allowance to support the development of one of a variety of different types of park elements.
- **Renovate/Replace:** Reflects an allowance for a major replacement or renovation of an existing site or facility. This cost is based on 85% of the full “build/add” cost, assuming that various site elements—such as the facility footprint, drainage, paths to the facility, etc.—may not need to be replaced.

- **Improve Existing:** Reflects an allowance for a minor repair, enhancement, or expansion of an existing element or portion of a site. This cost is based on 50% of the full “build/add” cost.

## MAINTENANCE

In addition to capital costs, the City of McMinnville must fund the ongoing costs of sustaining the parks and recreation system including operations, maintenance, and programming. Appendix C presents per-unit costs and allowances for operations to ensure that the City is setting aside sufficient dollars to maintain and activate parks and facilities. This information can inform annual work plans.

The CIP provides a summary of average annual maintenance costs that are based on the recommended tiered levels for maintenance. Table 5-3 on the next page shows the annual maintenance cost for all existing parks and facilities, including maintenance costs for all proposed improvements and additions to these sites from the 20-year capital improvement project list (Appendix C). Based on these assumptions, the City would need to budget an average of approximately \$1,639,000 per year for maintenance to existing parks and facilities. An additional average of approximately \$611,000 per year would be needed to maintain proposed (future) parks and greenways. This additional amount should be used as a starting point to increase the maintenance budget over time to account for new parks and greenways as these are added to the system.

Costs are based on an increase to the City’s existing approximate annual average cost per acre to maintain developed park land (approximately \$5,000 per acre) and an increase or decrease in average costs based on the recommended maintenance level for each site listed in Appendix C (including Enhanced, Standard, Basic, and Undeveloped Land).

### SHORT-TERM ACTION PLAN

Completion of all envisioned projects will take 20 years or longer to complete. However, there are some projects that have a greater community need or priority to take on in the shorter term. The City asked community members about their priorities for the future based on the identified needs, project types, and areas of the City. Results from the second community survey and meetings with the DEIAC, Planning Commission, and City Council identified

several key priorities to help focus improvements.

The results suggest that projects that promote connections (e.g. trail and access improvements) are the most important project type across McMinnville with community members ranking it as the highest or second-highest priority for each of McMinnville’s four geographic areas. Central McMinnville was the only area of the city that ranked reinvestment projects as a higher priority than connections projects. This difference could be due to some of the city’s largest, oldest, and most heavily used community parks being in Central McMinnville. As for project priorities by cost, lighting improvements, safe routes to parks, loop trails and a new community park were the top community priorities within each cost bracket from low to highest cost. Table 5-4 and Table 5-5 below summarize the top results by project

**TABLE 5-3: PROPOSED AVERAGE ANNUAL MAINTENANCE COSTS**

Park or Facility Type	Acres	Estimated Average Annual Maintenance Cost
Neighborhood Parks	18.1	\$92,000
Parklettes	2.3	\$14,000
Community Parks	163.7	\$922,000
Special Use Sites	3.6	\$10,000
Linear/Trail Parks	43.8	\$168,000
Natural Areas	123.4	\$425,000
Undeveloped	3	\$8,000
<b>Total for Existing Parks</b>	<b>357.9</b>	<b>\$1,639,000</b>
Proposed Neighborhood Parks	29.2	\$147,000
Proposed Community Park	20	\$113,000
Proposed Greenways	92.4	\$351,000
<b>Estimated Total for Proposed Parks</b>	<b>141.6</b>	<b>\$611,000</b>

Source: MIG

cost and location. Appendix D provides a complete summary of the online priority projects survey.

The project team used a three-step process to identify the highest priority projects from the 20-year CIP for the short-term action plan: Step 1, identify all top priority projects using categories shown in Tables 5-4 and 5-5; Step 2, prioritize projects that meet geographic priorities; Step 3, prioritize remaining

projects based on gap areas.

The short-term action plan includes **38 projects across 21 parks and natural areas** throughout McMinnville. Table 5-6 on the next page summarizes the short-term (five-year) action plan.

**TABLE 5-4: GENERAL PRIORITIES BY PROJECT COST**

Priority	Low Cost	Moderate Cost	High Cost	Highest Cost
1	Lighting Improvements	Safe Routes to Parks	Loop Trails	New Community Park
2	Trail Amenities and Signage	Restrooms	Riverfront Trail	Destination Play Area
3	Waterwise Landscaping	Sport Courts	Facility Repairs	
4	Community Gardens		River Access	
5	Shade Trees		Event Space	

Source: Prioritization Survey and DEIAC, Planning Commission, and City Council Meetings

**TABLE 5-5: GENERAL PRIORITIES BY LOCATION**

Priority	Central McMinnville Area	Western McMinnville Area	Northern McMinnville Area	Eastern McMinnville Area
1	Reinvestment	Connections	Connections	Connections
2	Connections	Play and Gathering	Play and Gathering	Play and Gathering
3	Play and Gathering	Nature	Reinvestment	Nature

Source: Prioritization Survey and DEIAC, Planning Commission, and City Council Meetings

**TABLE 5-6: PARKS AND RECREATION CAPITAL PROJECTS SHORT-TERM ACTION PLAN**

Park	Location	Project	Cost	Primary Funding Source
<b>Neighborhood Parks</b>				
Chegwyn Farm	Northern McMinnville	Add accessible paved path to connect with Grandhaven Elementary School	\$50,000	SDCs
West Hills Park	Western McMinnville	Add off-leash dog area	\$300,000	SDCs, Grant, Donation
		Add restroom	\$600,000	SDCs
<b>Parklettes</b>				
Bend-O-River	Eastern McMinnville	Replace play structure with nature playground	\$595,000	Bond, Grant, Donation
Kingwood	Northern McMinnville	Replace play area and surface	\$725,000	Bond, Grant, Donation
North Evans	Northern McMinnville	Replace play area and surface	\$725,000	Bond, Grant, Donation
<b>Community Parks</b>				
City Park	Central McMinnville	Replace dragon play structure with destination play structure that is barrier free <sup>1</sup>	\$3,800,000	Grant, Donation, Bond
		New amphitheater for community events (flood-friendly)	\$325,000	SDCs, Donation
		Replace restrooms	\$510,000	Grant, Bond
		Complete ADA improvements identified in Public Works 5-year CIP	\$110,000	Bond, Grant, Donation
		Improve efficiency and coverage of lighting	\$25,000	Bond, Donation
Discovery Meadows	Western McMinnville	Renovate splash pad	\$350,000	Grant, Donation
		Replace playground	\$1,232,500	Bond, Grant, Donation
		Cover, improve, and renovate skatepark	\$425,000	Bond, Grant, Donation
Joe Dancer Park	Central McMinnville	Add restroom (following feasibility study)	\$600,000	SDCs
		Add lighting	\$50,000	SDCs
Wortman Park	Northern McMinnville	Replace west shelter as identified in Public Works 5-Year CIP	\$277,000	Bond, Grant
		Wayfinding/markers	\$17,000	Bond, Grant, Donation
		Add lighting	\$50,000	SDCs
<b>Linear/Trail Parks</b>				
West McMinnville Linear Park/James Addition	Western McMinnville	Replace play equipment	\$725,000	Bond, Grant, Donation

<sup>1</sup> Any future redesign or replacement of the wooden play structure in City Park (the Dragon play structure) will include community involvement to ensure that its unique history is carried forward into a future play structure.

**TABLE 5-6: PARKS AND RECREATION CAPITAL PROJECTS SHORT-TERM ACTION PLAN**

Park	Location	Project	Cost	Primary Funding Source
Natural Areas				
Airport Park	Eastern McMinnville	Install accessible pathway along west edge to connect to viewpoint	\$150,000	SDCs
		Replace wayfinding signage	\$17,000	Grant, Donation, Bond
Barber	Western McMinnville	Add soft surface trail connecting SW Old Sheridan Rd/SW Baker St.	\$32,000	SDCs
		Add signage for future trail connection	\$20,000	SDCs
		Add small parking lot potentially via an access or use agreement	\$250,000	SDCs
		Add pedestrian bridge across Cozine Creek	\$30,000	SDCs
Heather Hollow	Western McMinnville	Add signage for future trail connection	\$20,000	SDCs
Kiwanis Park	Central McMinnville	Replace boat launch/fishing pier (and preserve existing Camas plants)	\$250,000	Bond, Grant, Donation
Quarry	Western McMinnville	Access via property easement or acquisition from church	\$95,000	SDCs, Partnership
		Add bike skills course/pump track	\$500,000	SDCs, Grant, Donation
		Add soft surface loop trail	\$46,000	SDCs
Tice Woods - Rotary Nature Preserve	Northern McMinnville	Add lighting to parking lot	\$50,000	SDCs
		Add maintenance vehicle access	\$10,000	Bond
Tall Oaks Cozine	Western McMinnville	Add signage for future trail connection	\$20,000	SDCs
Proposed Neighborhood Parks				
Northeast Central	Northern McMinnville	Land acquisition for new neighborhood park	\$1,500,000	SDCs
Northwest Central	Northern McMinnville	Land acquisition for new neighborhood park	\$150,000	SDCs
Proposed Greenways (development only)				
Joe Dancer Park/Three Mile Lane Greenway	Eastern McMinnville	Greenway development	\$245,455	SDCs
Cozine to Dancer Park Greenway	Central McMinnville	Greenway development	\$1,006,364	SDCs
<b>TOTAL:</b>			<b>\$15,883,318</b>	

Source: MIG

Note: Planning level cost assumptions that do not include capital costs for parks currently under development.

All costs are in 2023 dollars not accounting for inflation.



## SHORT-TERM FUNDING PLAN

There are two primary funding sources that will be needed to implement the short-term (five-year) priority projects from the 20-year CIP. Most of the funding is proposed from a future bond measure, with park SDCs providing the second largest resource. SDC eligibility depends on the project type as listed in the CIP. Generally, projects that add park and recreation capacity are SDC eligible. The remaining resources include grants, donations, and other sources. Table 5-7 summarizes the funding resources and proposed amounts to support priority projects.

**TABLE 5-7: SHORT-TERM FUNDING PLAN**

Resource	Estimated Amount	Assumptions
<b>Park bond</b>	\$9,463,500	Assumes a percentage of total parks bond value.
<b>Park SDCs</b>	\$6,039,818	Assumes an increase in current rate and includes commercial development, based on current LOS. <sup>1</sup>
<b>Grants</b>	\$210,000	Assumes the same average annual revenues as seen between 2015 and 2024.
<b>Donations</b>	\$65,000	
<b>Interest &amp; other</b>	\$105,000	
<b>Total Estimated Resources</b>	\$15,883,318	

Source: MIG and CAI. Amount is based on SDC eligible projects. The total anticipated SDC revenue from the CIP is greater than the anticipated revenue from eligible projects in the short-term project list. However, the surplus is not transferable to non-SDC eligible projects in the short-term project list.

### PRIORITIZATION CRITERIA

Capitalizing on existing resources and maximizing efficiencies are not enough to build and maintain McMinnville’s future park and recreation system. Achieving the community’s expectations of a clean, safe, and welcoming park system will require substantial funding beyond the resources the City currently invests in parks, facilities, and programs. The planning team relied on feedback from the project prioritization activities taking place to help identify the short-term, 5-year project list.

To assist the City in focusing on future projects, partnership opportunities,

or community requests, the following presents a two-step evaluation process for prioritizing capital projects. Staff should use this to work collaboratively with elected and appointed officials and the community to finalize the prioritization and completion of park improvement projects paid for through available funding.

This evaluation framework may also be used to sequence capital projects in annual capital improvement planning and budgeting. Projects that are aligned with multiple goals are important. However, projects that meet multiple criteria in Step 2 should be implemented more quickly.

## **STEP 1: How well does a proposed project address the community identified PROS Plan goals?**

- **Ensure equitable park access:** Does the project serve underrepresented groups or underserved geographic areas to balance park access and provide equitable opportunities for all?
- **Support community cohesion:** Does the project provide opportunities for social gatherings, empower residents in decision-making, and build long-term support for the system by strengthening partnerships?
- **Provide a welcoming system:** Would the project serve to strengthen McMinnville's different age groups, incomes, and backgrounds?
- **Provide safe and clean parks:** Would the project result in an increase in user safety or provide an overall improvement to the look and feel of an existing park or facility?
- **Support diverse recreation opportunities:** Does the project provide something unique to the park system, or add an improvement that doesn't exist in a nearby park?
- **Create and preserve nature:** Does the project protect natural resources, wildlife habitats, and tree canopy while fostering environmental stewardship and expanded water access, educational opportunities, and ways to experience nature?
- **Create an interconnected trail and street system:** Does the project make a key connection or expand the greenway and trail system to ensure more residents have safe ways to get to parks and recreation facilities?

## STEP 2: How well does a proposed project address community values and maximize city resources?

- **Safety and Use:** Does the project improve safety or restore/enhance uses?
- **Resource Availability:** Does the project use or leverage available resources (staffing, funding, grants, partnerships, equipment)?
- **Cost Savings:** Does the project reduce costs, increase revenues, increase sustainability, or increase maintenance and operational efficiencies?
- **Critical Path:** Will the project be a key step towards bringing capital and needed partners to the table for additional improvements?
- **Ease of Implementation:** Can the project be done quickly and easily (e.g., advanced planning, feasibility studies, and permitting have been completed)?
- **Existing Opportunity:** Can the project be implemented using existing park space or available public space (e.g., property already acquired, vacant lands, existing rights of way)?
- **Value:** Does the project deliver high value for the cost or resources needed, relative to other projects?
- **City Priority:** Does the project coincide with or support another City project or City Council initiative?
- **Community Priority:** Does the project repair or renovate a high-use, popular park/facility or address top community needs?
- **Multiple Benefits:** Does the project benefit a large number of people and/or support multiple or flexible uses? Does it further climate action planning or natural disaster mitigation/awareness?



## IMPLEMENTATION STEPS

The City will need to pursue a multi-step strategy to fund the short-term project list, and eventually further prioritize and implement remaining projects and future parks and facilities identified in the CIP. Following updates to the park system development charge which will increase at some level above the current rate, the City should continue pursuing a strategy to build community support for future initiatives, notably a capital bond measure.

**1. Building community support:** Some new mechanisms to fund public improvements will require the will of voters. It will be important to employ public input, education, outreach, and polling before any specific funding mechanism is attempted. This Plan and the vision expressed by the community of McMinnville should be used as the basis for building support.

**2. Leveraging new and existing partnerships:** Partnerships and agreements between the City and other local serving agencies and private and institutional organizations increase the City's capacity to implement this Plan. Staff resources and technical expertise should be dedicated to continue

building and maintaining relationships, to coordinate with partners and volunteers, write grant applications, and cultivate sponsorships and donations to support the park and recreation system.

**3. Using equity as a lens to monitor and update the Plan:** It will be important to check in with the community and validate or adjust the Plan for any major shifts in priorities or project opportunities, focusing on progress towards identified gaps in the system. The five-year period defined by priority project list presents a good time for this check-in, with a recommended Plan update within about ten years. Following the adoption of this Plan, the City could develop a work plan. This work plan can be revisited biannually, ahead of the budgeting process, to reevaluate progress and priorities (making use of the prioritization criteria and other decision-making tools) and adjust for new opportunities.

**4. Pursuing a variety of funding sources for long-term implementation:** The City will need increased capital and operations funding based on the total cost to implement this Plan. The next page provides a summary of some of the most available and suitable options.

## CAPITAL FUNDING

- **General obligation bond:** McMinnville already passed a successful bond measure following adoption of the 1999 Plan. These are voter approved bonds paid off by an assessment placed on real property. The money may only be used for capital improvements. This property tax is levied for a specified period (typically 15–20 years) and requires a simple majority voter approval.
- **Oregon State Park Grants:** The largest funding source for park and recreation projects are competitive grants from Oregon State Parks. Two of the most popular sources include the Land and Water Conservation Fund and Local Government grant programs.
- **Community Development Block Grants (CDBG):** These grants from the Federal Department of Housing and Urban Development are available for a wide variety of projects. Most are used for projects in lower income areas of the community because of funding rules.
- **Private Grants and Foundations:** Private corporations and foundations provide money for a wide range of projects, targeted to the organizations’ mission. Some foundations do not provide grants to governments but will often grant to partner organizations. Private grants can be difficult to secure because of the open competition and the up-front investment in research and relationship building.
- **Donations:** The donation of labor, land, or cash by service agencies, private groups, or individuals is a popular way to raise small amounts of money for specific projects.



## OPERATIONS AND MAINTENANCE FUNDING

- Local-option Levy:** Decided by voters, a local-option levy raises funding for park operations, maintenance, and restoration through an increase in property taxes. At the time of development of this Plan, the City's current tax rate is nearly reached the maximum allowed under state law (assuming all full permanent rates are applied). Therefore, a local option levy is not practically available to aid in parks operations, maintenance, restoration, parks related education, volunteer programs, or other similar activities without structural changes to Oregon's property tax limits.
- Service Fees:** Parks and recreation generate some revenue through charges for services. The City may consider increasing parks and recreation facility use fees to generate additional revenue to support parks operations and maintenance. The City could consider implementing an annual index to increase parks fees or may adopt an appropriate increase consistent with facility use fees in other surrounding cities and market rates.
- Utility Fee for Parks:** A park utility fee creates dedicated funds to help offset the cost of park maintenance. Most City residents pay water and sewer utility fees. Park utility fees apply the same concepts to city parks, and a fee can be assessed to all businesses and households.
- Concession Fees:** As the City develops parks and facilities, the City may consider forming public-private partnerships with vendors to provide services within these parks, including selling concessions or renting equipment. The City may enter into these agreements and include a concession fee for vendors. The revenue generated by these concession fees depends on the number of concessionaires that the City works with as well as demand for these concessions as parks are developed.



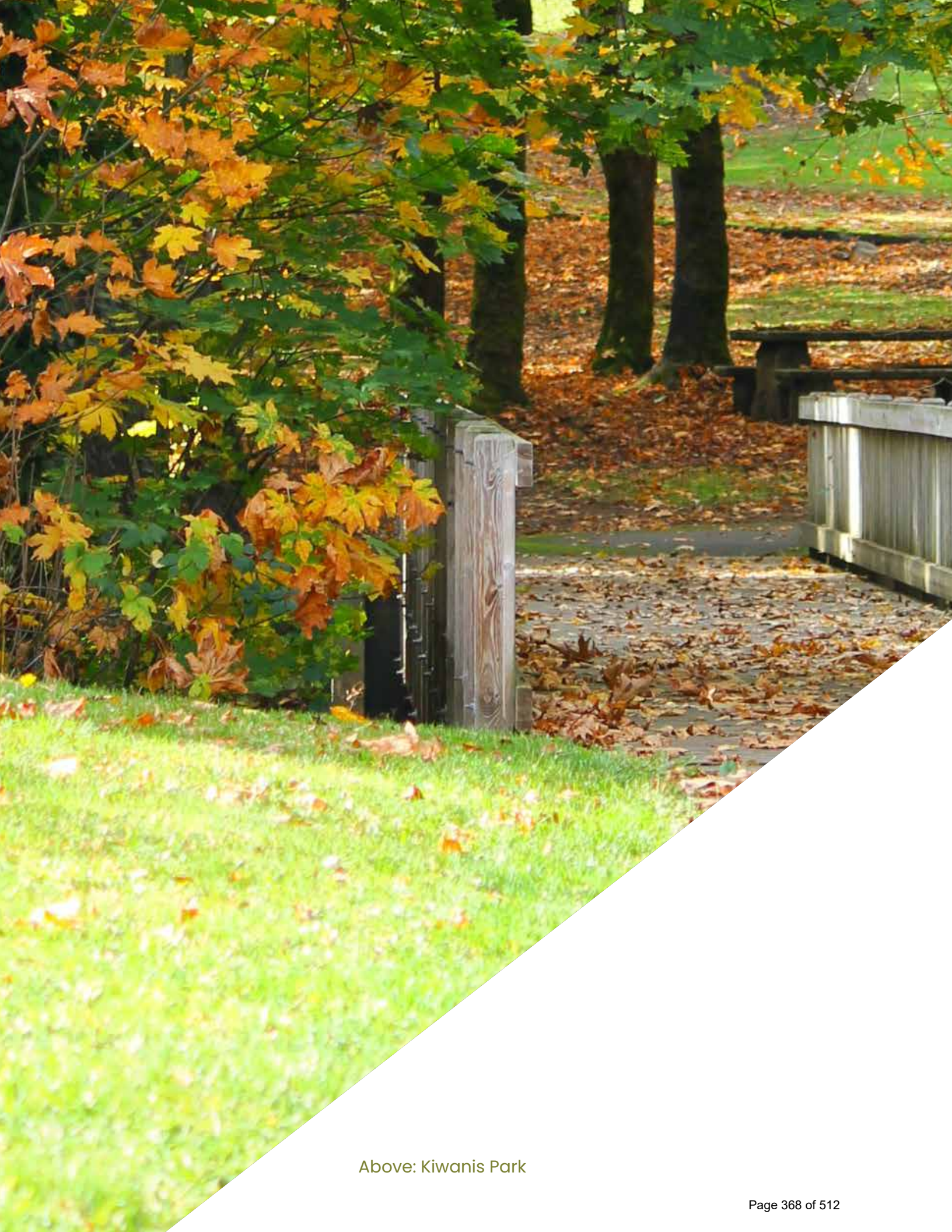
Airport Park



# City of McMinnville

PARKS & RECREATION





Above: Kiwanis Park





# **APPENDIX A**

## **PARK AND RECREATION FACILITY INVENTORY**

Parks	Acres	Bathrooms	Playgrounds	Paved Path (miles)	Soft Trail (miles)	Benches	Picnic Tables	Group Picnic Area	Cook Shelter	Drinking Fountains	Softball/Baseball/T-ball Field	Soccer Field	Basketball Hoop	Tennis Court	Pickleball Court	Skateboard Park	Dog Waste Stations	Pole Lights	Bollards	Trash Cans	Parking Lot Spaces	Irrigation System (Zones)	Other
<b>Neighborhood Parks</b>																							
Chegwyn Farms	3.9	1	1	0.5		7	9	1		1			1				4		3	6		27	
Jay Pearson Park	2.9	1	1	0.3		3	6	1		1									1	3		23	Barrier Free Playground
Thompson Park	2.3	1	1	0.3		6	7	1		1		2						1	1	4	4	15	Horseshoe Courts
West Hills Park	7.8		1	0.9		10	3			1							5			4	6	63	Detention pond
<b>Subtotal</b>	<b>16.9</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>26</b>	<b>25</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>1</b>	<b>5</b>	<b>17</b>	<b>10</b>	<b>128</b>	
<b>Parkettes</b>																							
Bend-o-River	0.3		1	0.1		3							1							2		7	
Greenbriar	0.2																					1	
Kingwood	0.6		1	0.0									1							1		1	
North Evans	0.3		1	0.0		2											1			1		3	
Taylor	0.3		1	0.0		1	1													2		3	Chess/Checkers Tables
Village Mill	0.5																						
<b>Subtotal</b>	<b>2.3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>15</b>	
<b>Community Parks</b>																							
City Park	16.2	1	2	0.8	0.3	10	20	1	1	3				2	6			45	1	25	76	39	Creek, Fountain, Bridge
Joe Dancer Park	104.7		1	1.0	1.2	30	6			5	11	12	1			1	2	11	4	42	538	181	Wetlands, Soccer Kicking Wall
Discovery Meadows	21.4	1	1	1.0	1.0	67	26	2	1	4	1		4			1	5	43	6	20	82	119	Splash Pad, Wetlands
Wortman Park	21.5	2	2	2.0		10	25	4	1	4	1						3	5	1	26	93	8	Disk Golf, Creek, Bridge
<b>Subtotal</b>	<b>163.7</b>	<b>4</b>	<b>6</b>	<b>4.8</b>	<b>2.5</b>	<b>117</b>	<b>77</b>	<b>7</b>	<b>3</b>	<b>16</b>	<b>13</b>	<b>12</b>	<b>5</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>10</b>	<b>104</b>	<b>12</b>	<b>113</b>	<b>789</b>	<b>347</b>	
<b>Special Use Parks</b>																							
Riverside Drive Dog Park	3.6			0.3		2												7			20	20	
<b>Subtotal</b>	<b>3.6</b>	<b>0</b>	<b>0</b>	<b>0.3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>20</b>	
<b>Linear/Trail Parks</b>																							
<b>West McMinnville Linear Path</b>																							
Ash Meadows	1.3			0.1		1												6		1		6	Creek
Goucher St. Pathway	1.7			0.4		2											2	11		4		12	
James Addition	1.3		1	0.1		3											1	5		2		9	Creek
Jandina	2.6			0.2		2						1					1	4		1		3	
Jandina III	2.1			0.1		2											1	7		2		17	Creek
West McMinnville Linear Park	0.2																						
Westvale	4.5			0.3		3											1	6		2		11	
<b>BPA Path (paved)</b>																							
BPA Pathway I (2nd Street to Wallace)	2.8			0.6		5											4	20	8	6		25	
BPA Pathway II (Wallace to 23rd)	4.1			0.5		6											7	28	7	7		31	Bridge
Roma Sitton (23rd to Baker Creek Road)	1.7			0.1		2											1		1	1		9	
BPA North (Baker Creek Road to chip path)	1.3																						
<b>North McMinnville Trail</b>																							
Baker Creek North - Parcel D	14.9			0.2	0.4																		
Oak Ridge Meadows	5.4				0.4																		
<b>Subtotal</b>	<b>43.8</b>	<b>0</b>	<b>1</b>	<b>2.7</b>	<b>0.8</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>87</b>	<b>16</b>	<b>26</b>	<b>0</b>	<b>123</b>	
<b>Total Developed</b>	<b>230.3</b>	<b>7</b>	<b>15</b>	<b>10</b>	<b>3</b>	<b>175</b>	<b>103</b>	<b>10</b>	<b>3</b>	<b>20</b>	<b>13</b>	<b>12</b>	<b>11</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>38</b>	<b>192</b>	<b>33</b>	<b>162</b>	<b>799</b>	<b>613</b>	

Natural Areas																						
Developed Natural Area																						
Airport Park	12.1				1.5	4	11									1	1		6	12		Creek, 3 Bridges, Mushroom House
Kiwanis Park	4.7			0.3			2								1	1	1	2	12	8		Bridge
Tice Woods - Rotary Nature Preserve	32.8	1		0.2	1.0	2												1	16	7		Pond, 2 Kiosks, Boardwalks, Bridges
Undeveloped Natural Area																						
Angela Court	2.3																					
Ashwood Derby	0.3																					
Barber	11.8																					
Bennette Addition	0.2																					
Carlson	3.3																					
Creekside Cozine	3.9																					
Creekside Meadows	15.3																					
Crestwood	1.7																					
Dayton	6.8																					
Fir Ridge	0.7																					
Heather Hollow	3.2																				6	
Quarry	11.9																					
Tall Oaks Cozine	12.6																					
<b>Subtotal</b>	<b>123.4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>9</b>	<b>40</b>	<b>21</b>
Undeveloped																						
Brookview	0.7																					
Davis Dip	1.6																					
Jay Pearson Park - east side	1.2																					Detention pond
Meadowridge	0.7																					
<b>Subtotal</b>	<b>4.2</b>																					
<b>Combined Total</b>	<b>358.0</b>																					



Above: Thompson  
Park



# **APPENDIX B**

## **ONLINE VALUES AND NEEDS SURVEY SUMMARY**

# Online Values and Needs Survey Summary

McMinnville PROS  
Plan Update

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Survey Period: Dec 16, 2022 – Feb 5, 2023



# Purpose

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In Summer 2022, the City of McMinnville began updating its Parks, Recreation, and Open Space Plan to identify community priorities, needs, and recommendations to improve and enhance parks, recreation facilities, trails, programs, events and related services. As part of the planning process the City launched an online survey and invited community members to provide input on their values, parks visitation needs, needed improvements, new park locations, and recreation program usage and desires.

The online survey was available online from December 16, 2022 to February 5, 2023. The survey was promoted by the City of McMinnville through several channels including social media, email newsletters, on the project website, and more (see next page).

The findings are from a broad enough sample that they can help the City identify common themes and needs. All questions were optional. Some questions allowed participants to select two or more answer choices resulting in total counts greater than the number of respondents and total percentages greater than 100%. This summary provides results of the survey.

# Promotion

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The online survey was shared with the community through several methods in both English and Spanish including:

- Traditional methods:
  - News Register Ads
  - Posted signs, flyers or yard signs at all city facilities (including parks)
  - Sent direct postcards
  - Social media platforms
  - Emails to Parks & Rec patron list
  - Emails to school district households through peachjar
  - Community outreach software iheartmac
  - Radio promotion on MCM Channel 11 and KYLC
  - \$400 visa gift card as an incentive to take the survey
- Promotion through partner and community groups such as:
  - Non-profits
  - Chamber of Commerce, Downtown Association, Visit McMinnville
  - School District, higher education, PTA's
  - Providers that work with or serve community members who have a physical, mental or social disability
  - Sports clubs and groups
  - Service clubs
  - Interest Groups
  - Churches
  - Hispanic/Latinx focused businesses
  - Larger employers
  - Facebook groups
- Events/Meetings and Canvasing:
  - Chamber Greeters event
  - Unidos Resource fairs
  - High school focus group session
  - Dia de los Ninos event
  - Apartment complexes or mobile home parks
  - Businesses along 3rd street and Highway 99



# Online Survey Summary: Contents

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1. WHO  
RESPONDED?

---

2. VALUES AND  
PARK VISITATION

---

3. PARK  
IMPROVEMENTS  
AND NEEDS

---

4. RECREATION  
PROGRAMS

# 1. WHO RESPONDED?



**2,338 respondents  
In 1.5 months**

## **Residents and Students**

People who live in all parts of McMinnville (57% of respondents) and students off all grades/higher education in McMinnville (6% of respondents).

## **Employees**

25% of respondents work in Downtown, at schools, eastern McMinnville businesses, and more.

## **Mostly Adults Representing Families**

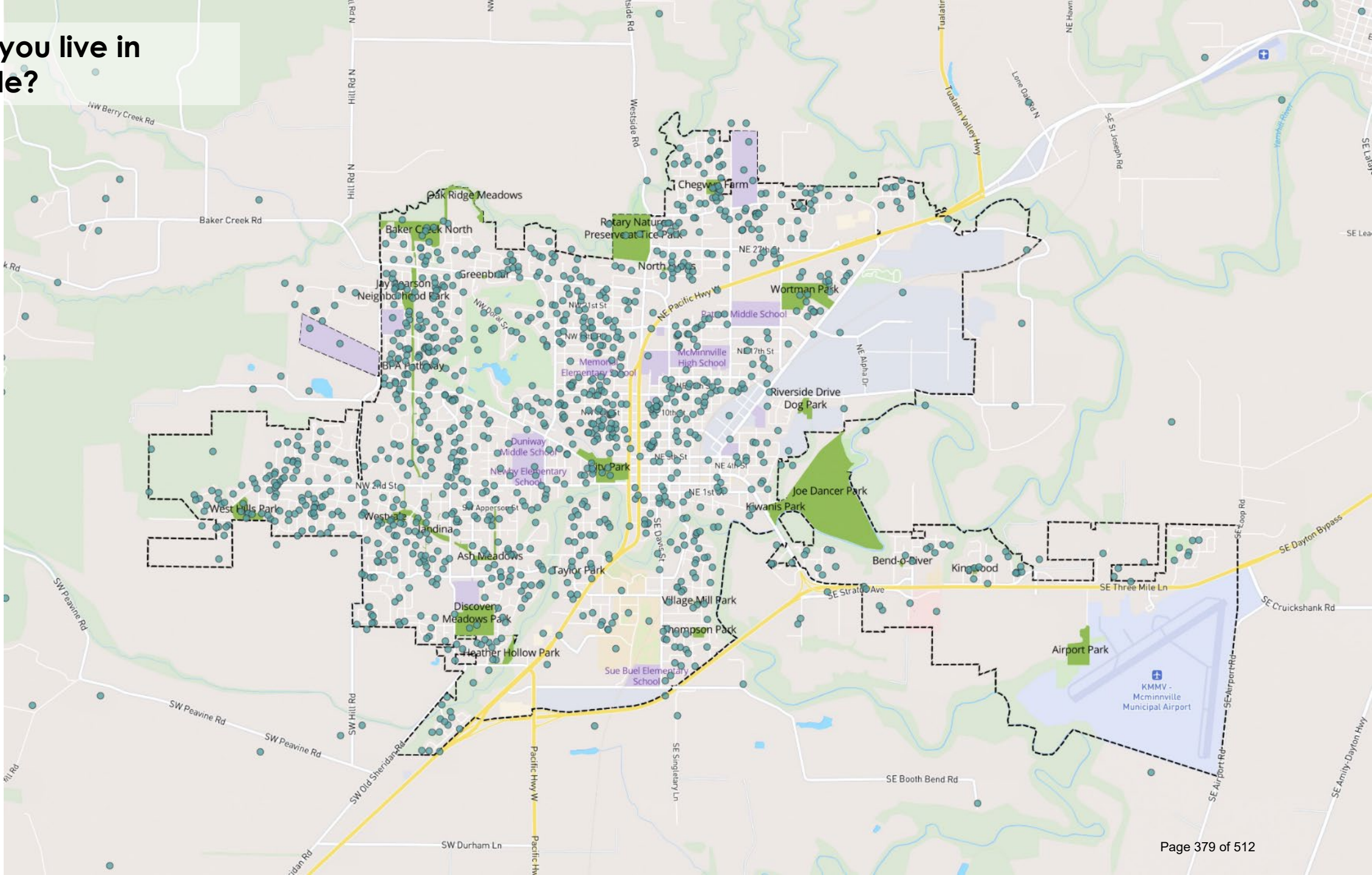
Most participants live with children, teens/tween, and older adults (65+).

## **Mixed Backgrounds, Languages, Abilities**

- About 20% of respondents self-identify as non-White/Caucasian, in alignment with the City as a whole.
- 31 respondents took the survey in Spanish.
- 15% represented someone who has a condition or disability that influences their participation in or access to parks and recreation activities.

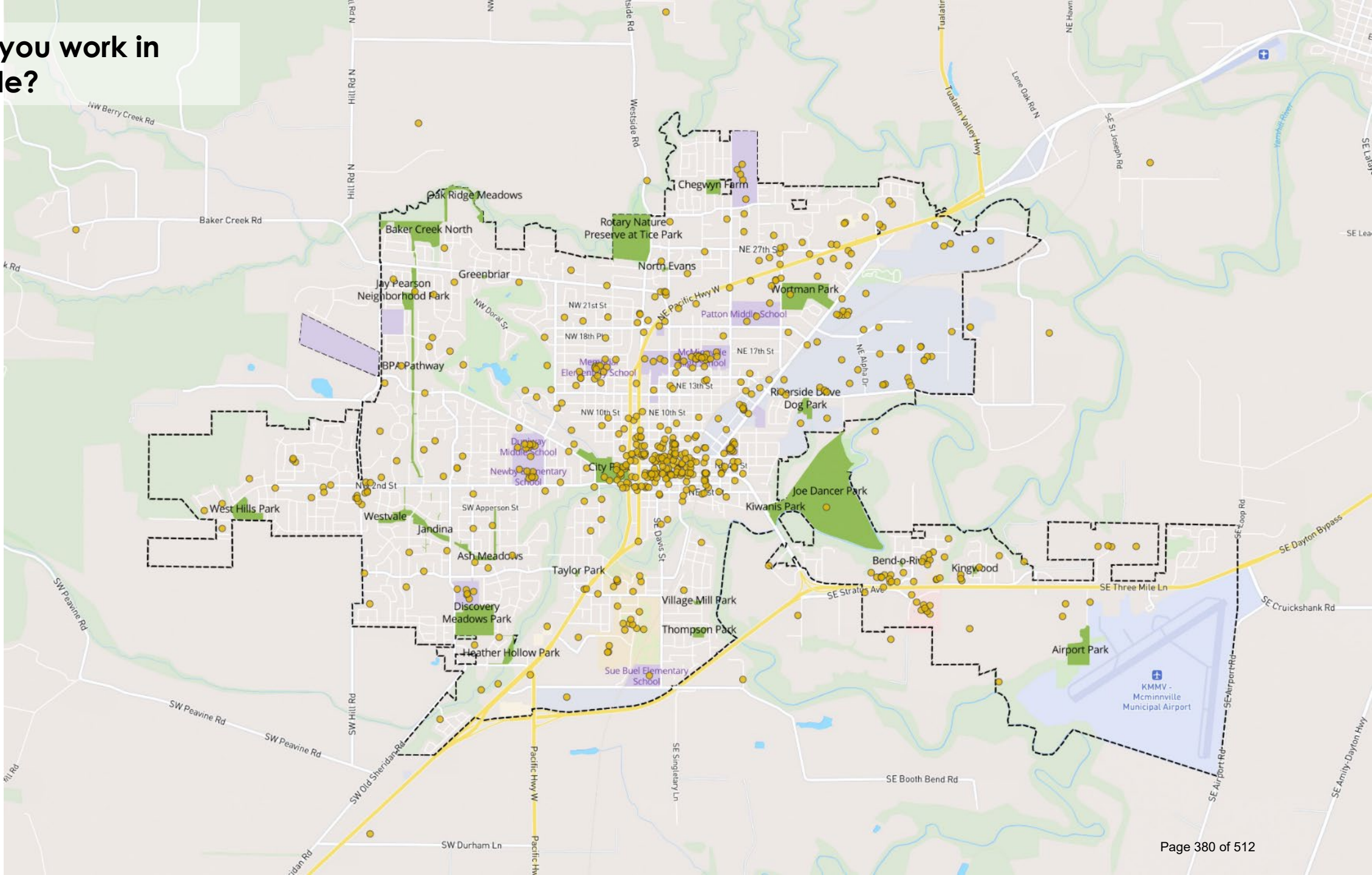
# Where do you live in McMinnville?

Responses  
1,287

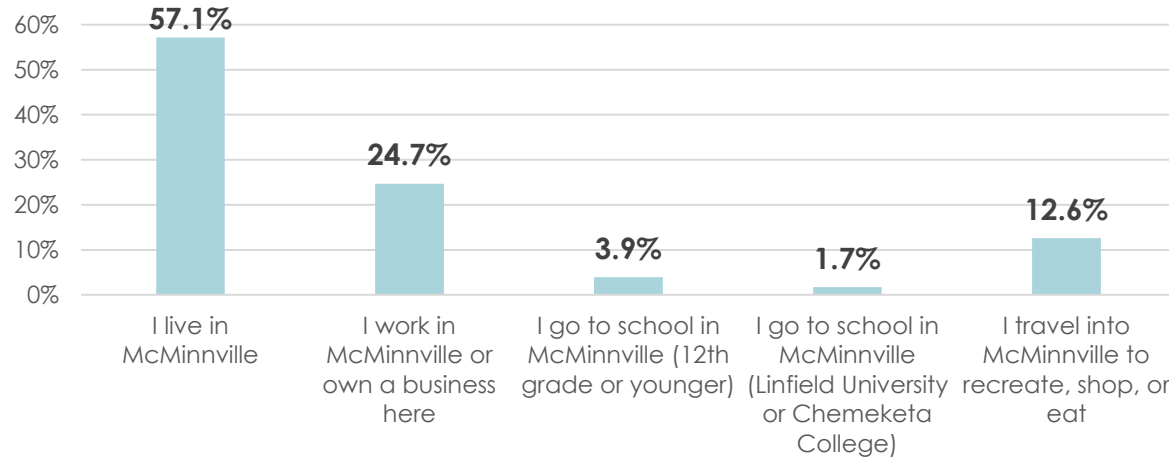


# Where do you work in McMinnville?

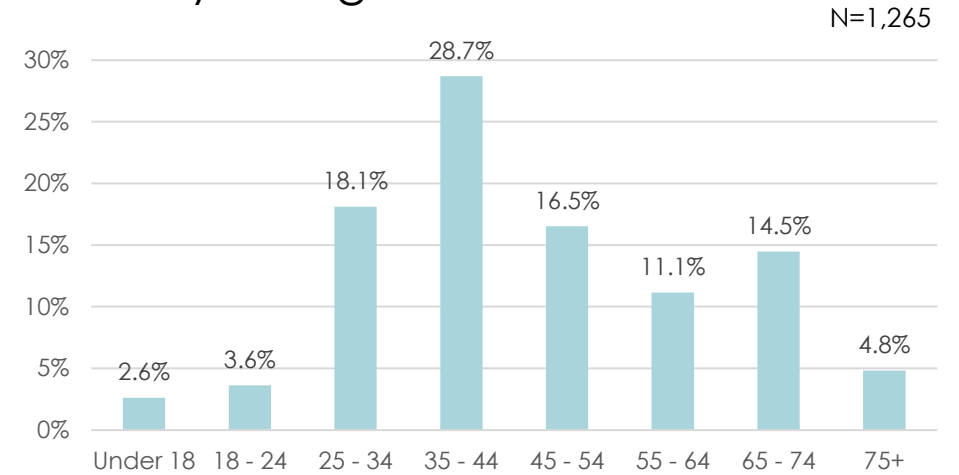
Responses  
597



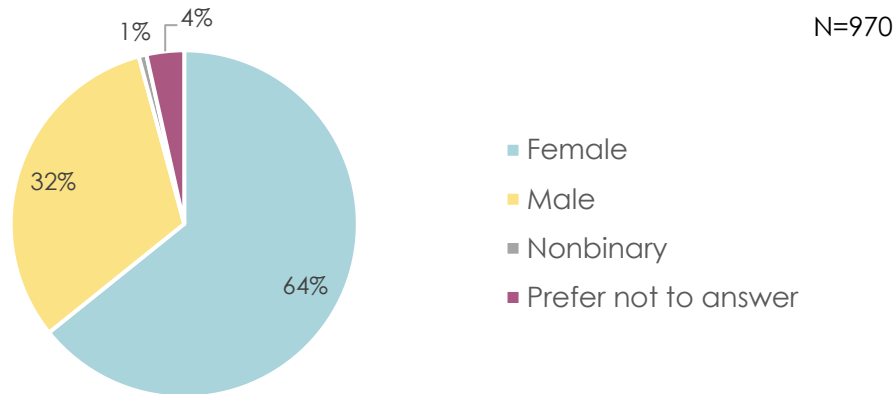
## How are you connected to McMinnville?



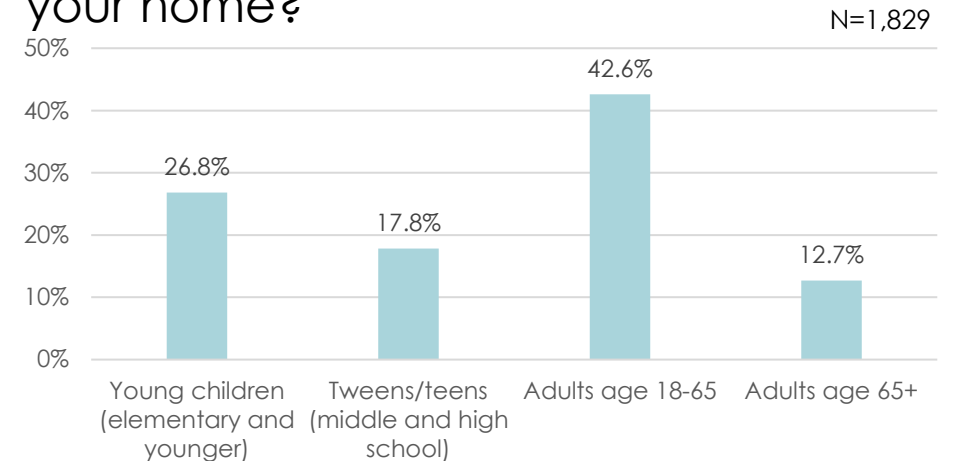
## What is your age?



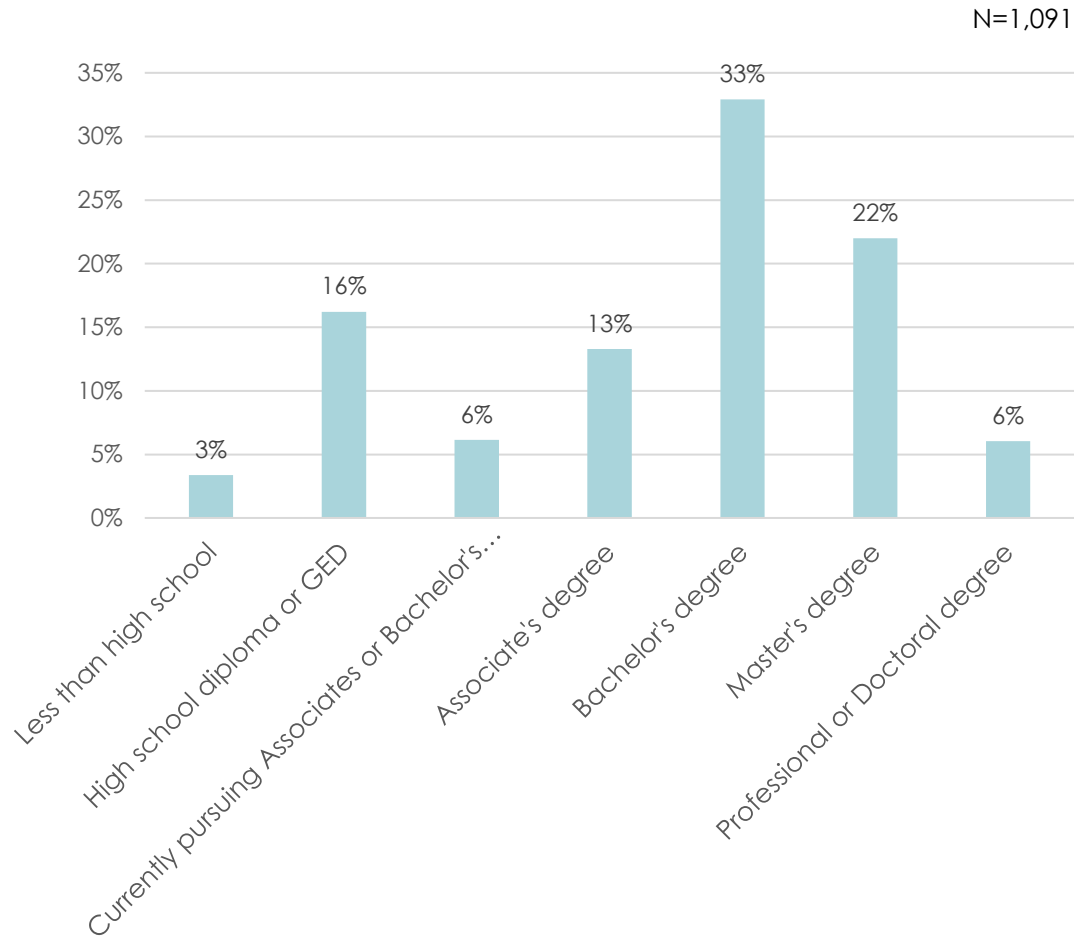
## What best describes your gender identity?



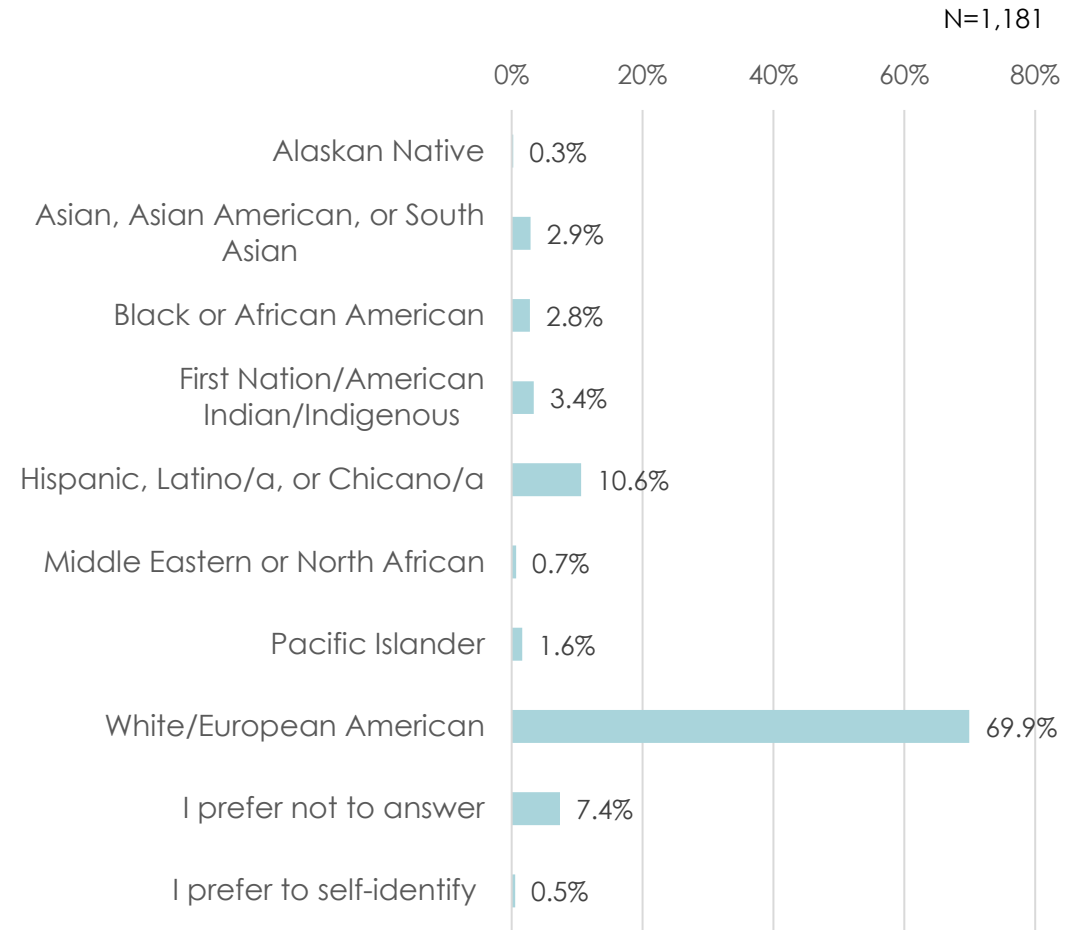
## What age are the people who live in your home?



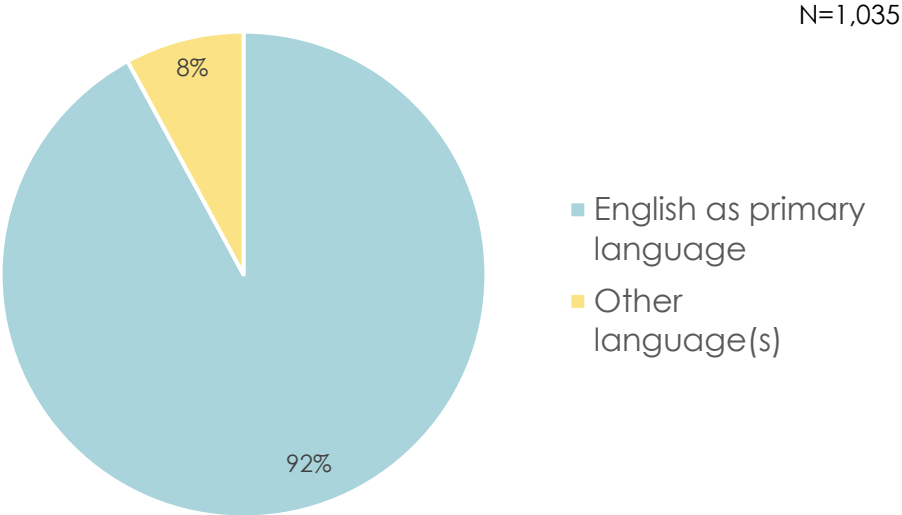
## What is the highest degree or level of school you have completed?



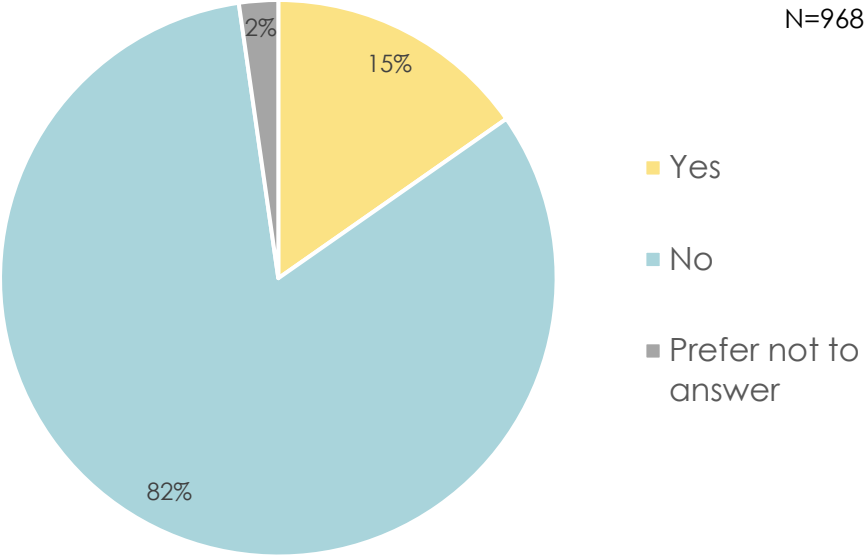
## Which of the following most accurately describes your race and ethnic identities?



What language(s) do you speak in your household?



Do you or anyone in your family have a condition or disability that influences your participation in or access to parks and recreation activities?



# 2. VALUES AND PARK VISITATION

## Parks are extremely important

Over 95% of people who chose to take the survey rated parks as important or extremely important.

## Parks provide enjoyment

People often visit parks to gather with friends, family, and community; enjoy the outdoors/nature; and to play.

## Parks contribute to physical health

People often visit parks to be active/exercise and most like trails for walking/biking.

## Parks are a big part of daily life

Over 70% of respondents visit parks weekly or more frequently.

## Why do people go to different parks?



### Fun or Play

- City Park, Discovery Meadows



### Sports or Fitness

- Joe Dancer, City Park



### Relaxation

- Rotary Nature Preserve at Tice Park

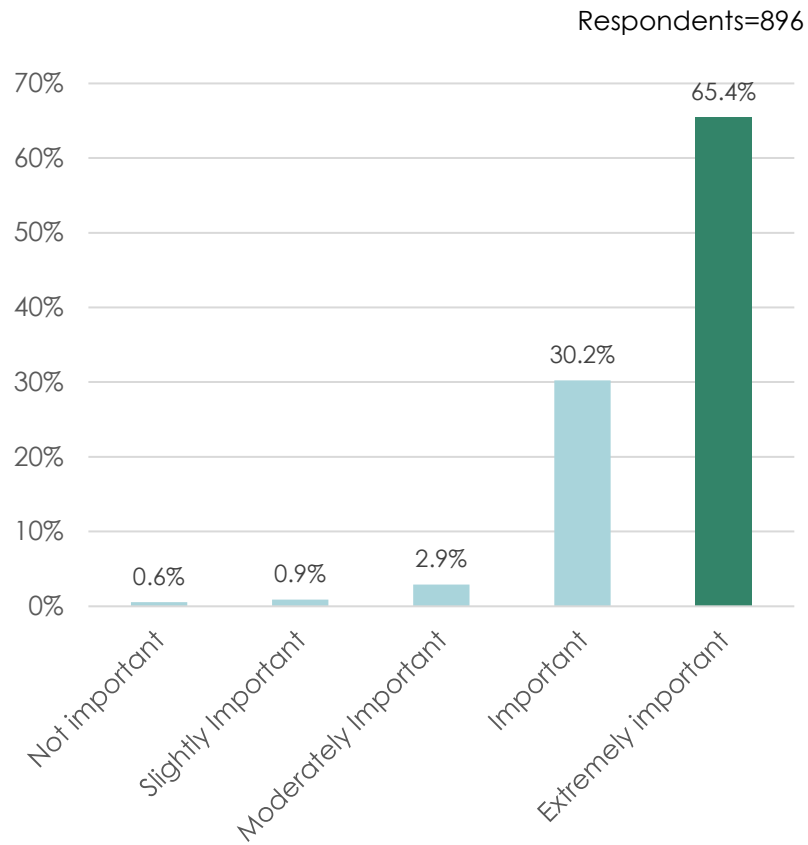


### Programs or Events

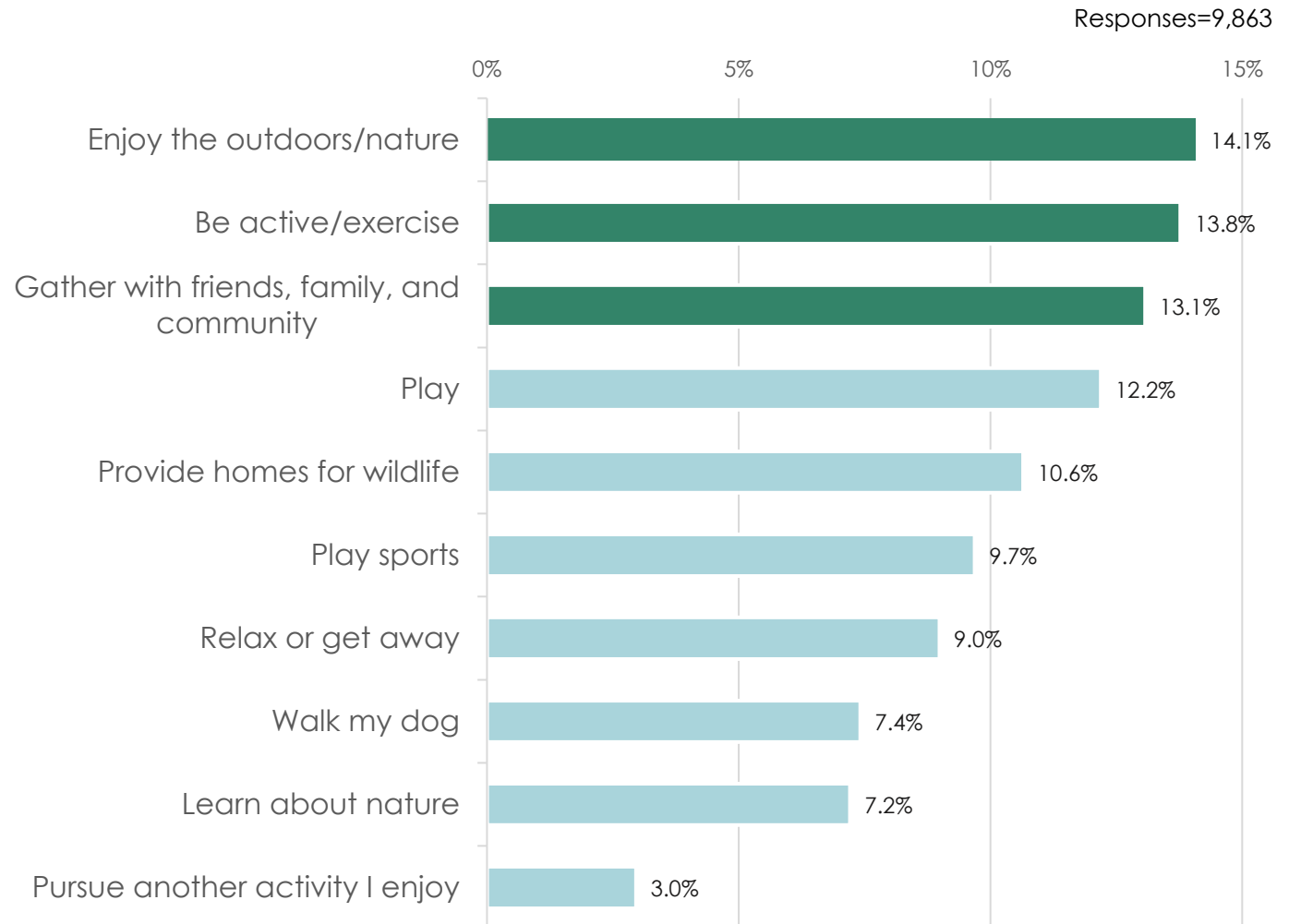
- City Park, Joe Dancer



## How important are parks and open spaces in your life?

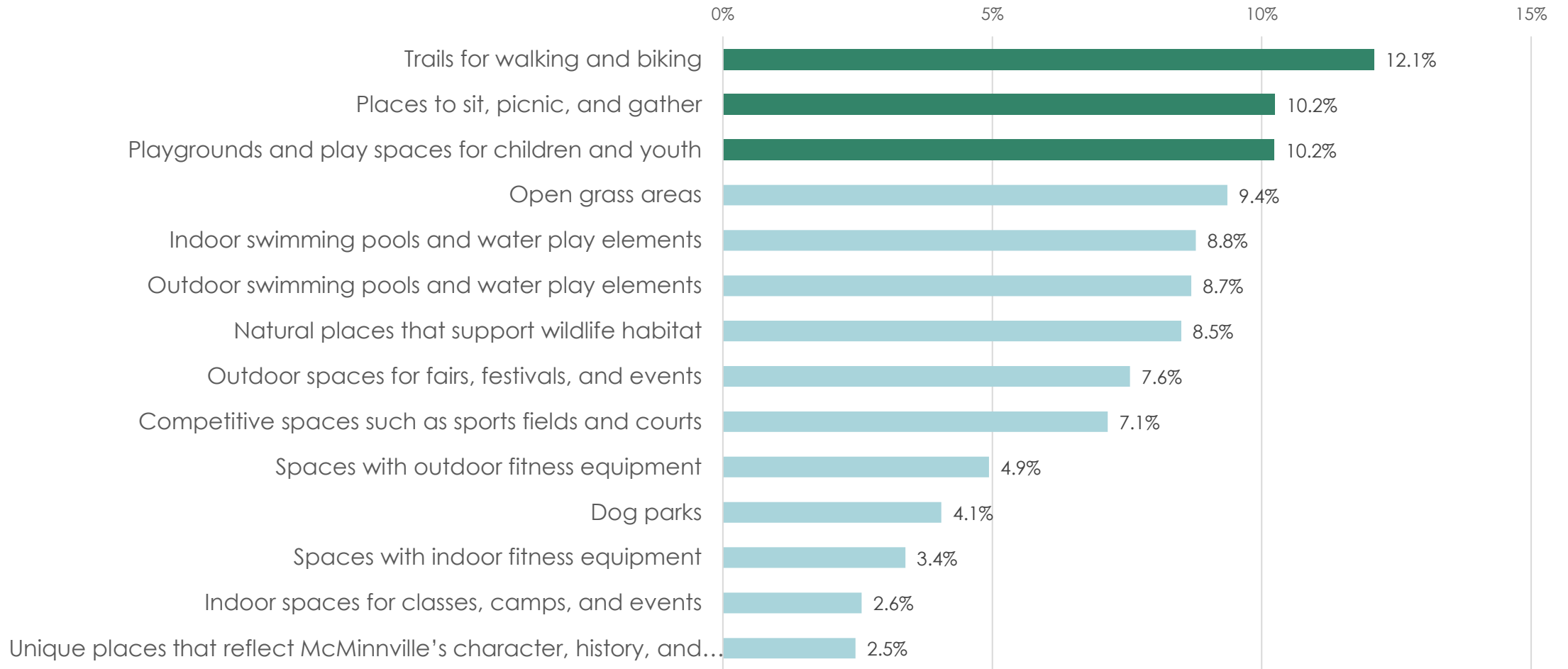


## Why are parks and recreation important to you?



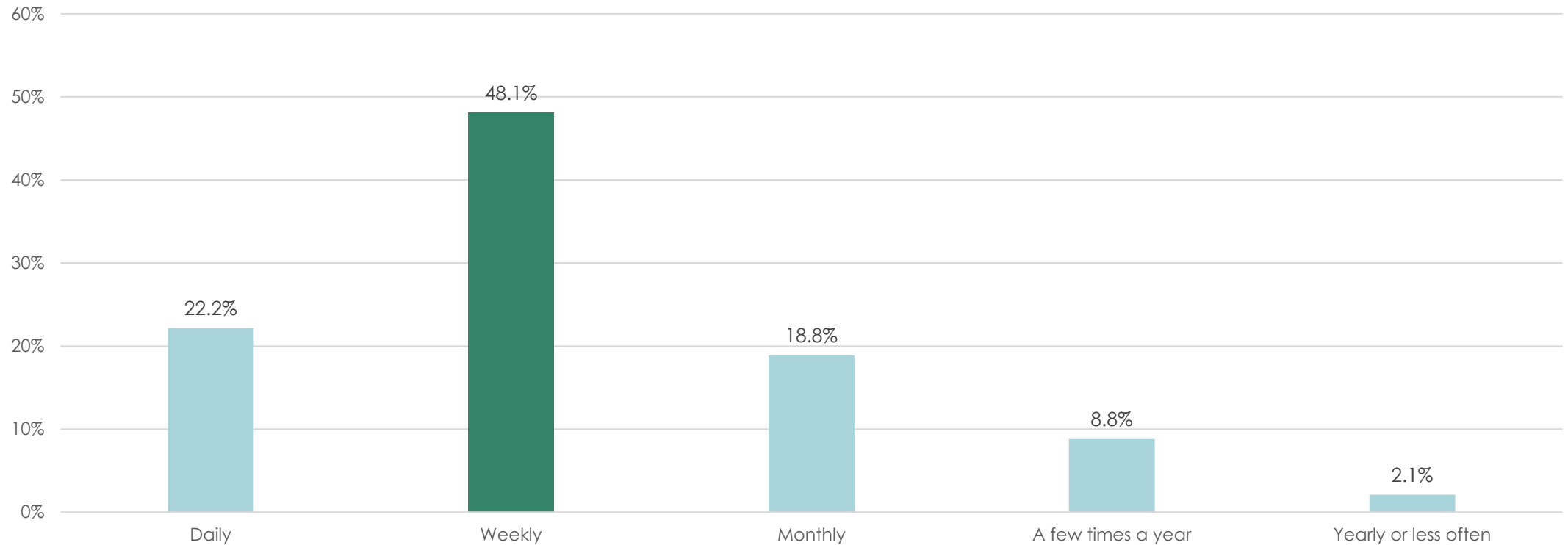
# In McMinnville or elsewhere, what do you like most in parks?

Responses=7,029



# How often do you or your family visit parks or recreational areas in McMinnville?

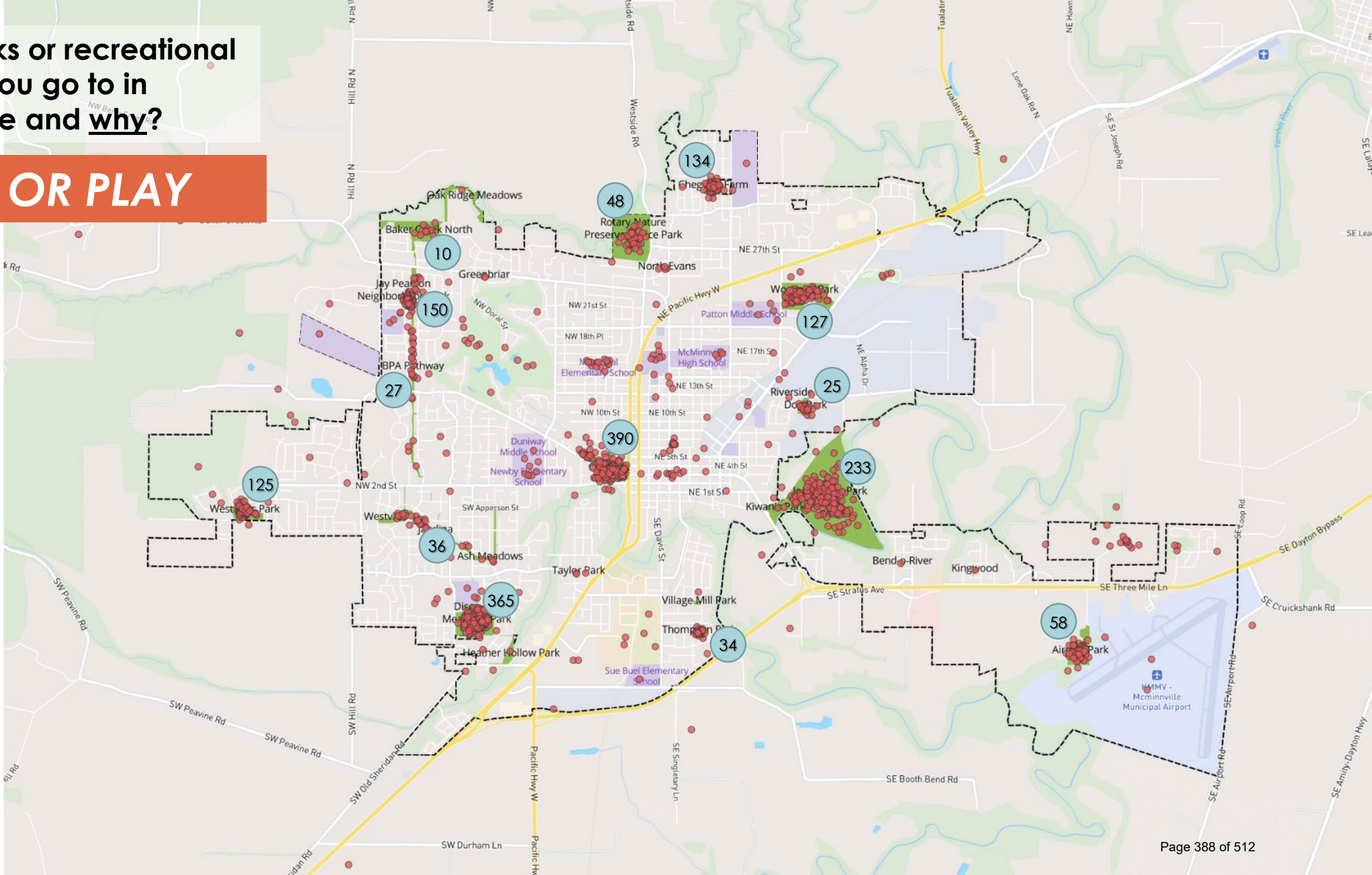
Respondents=1,385



Which parks or recreational areas do you go to in McMinnville and why?

**FUN OR PLAY**

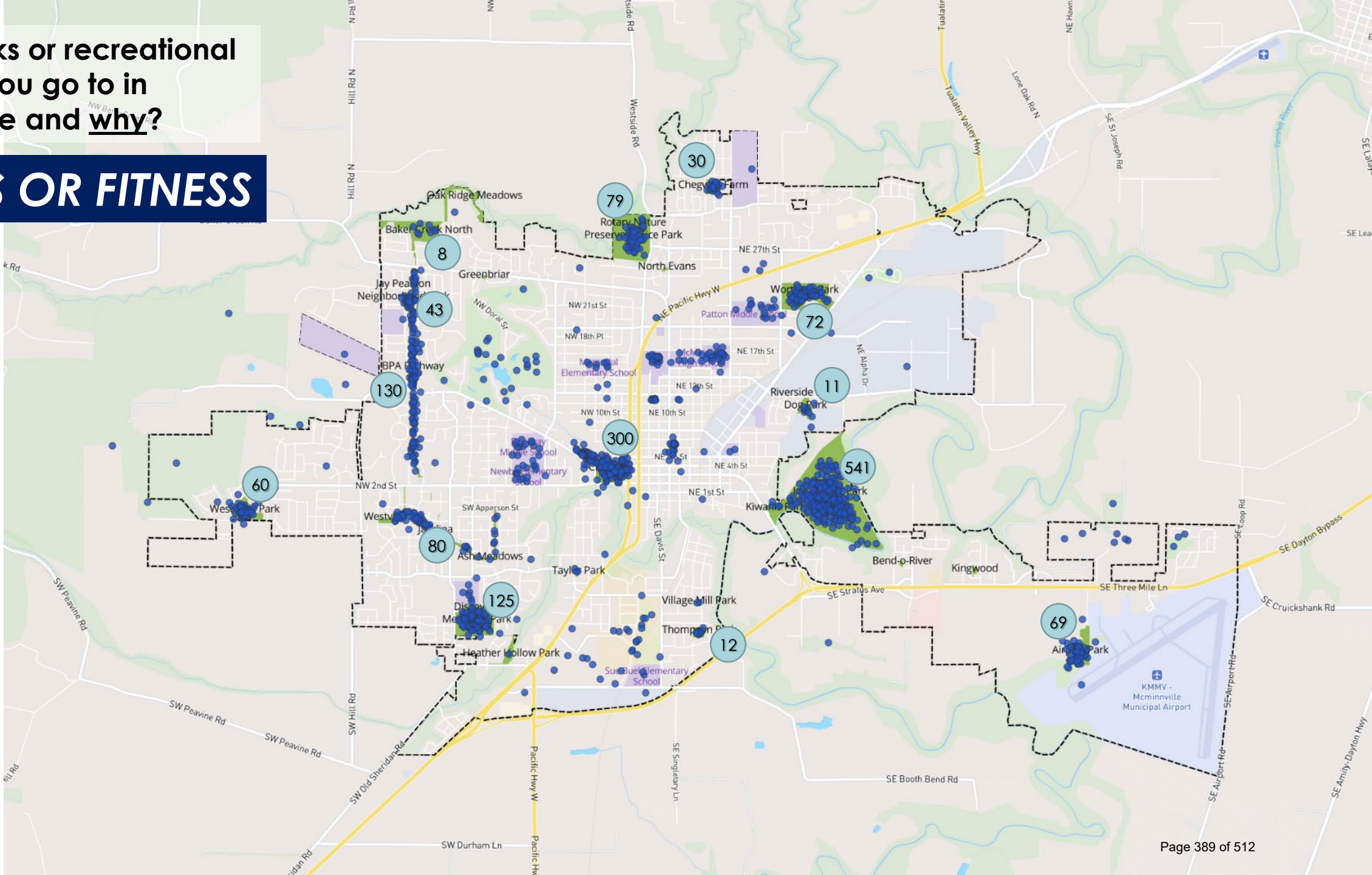
Responses  
1,991



Which parks or recreational areas do you go to in McMinnville and why?

# SPORTS OR FITNESS

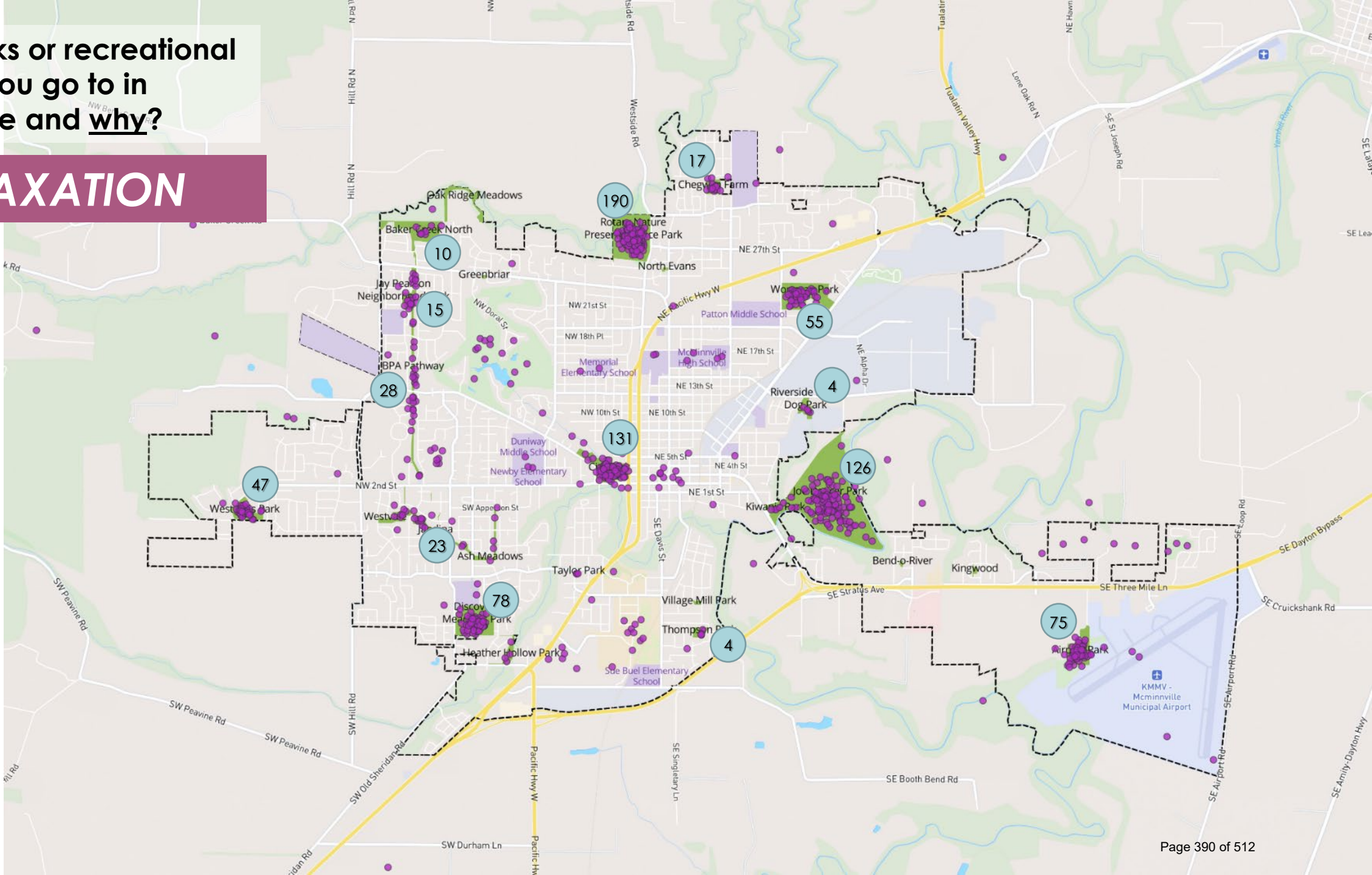
Responses  
1,881



Which parks or recreational areas do you go to in McMinnville and why?

# RELAXATION

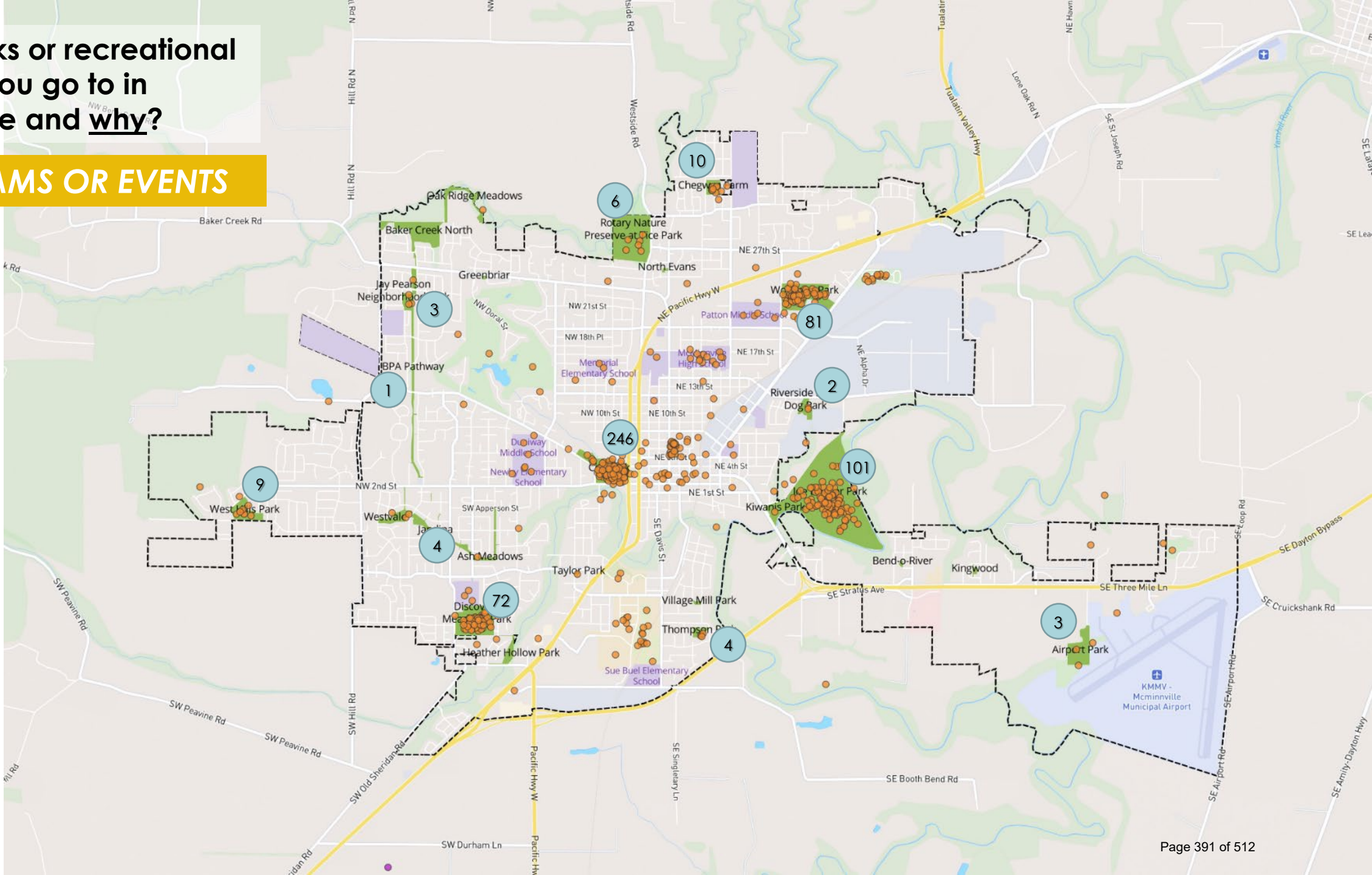
Responses  
953



# Which parks or recreational areas do you go to in McMinnville and why?

## PROGRAMS OR EVENTS

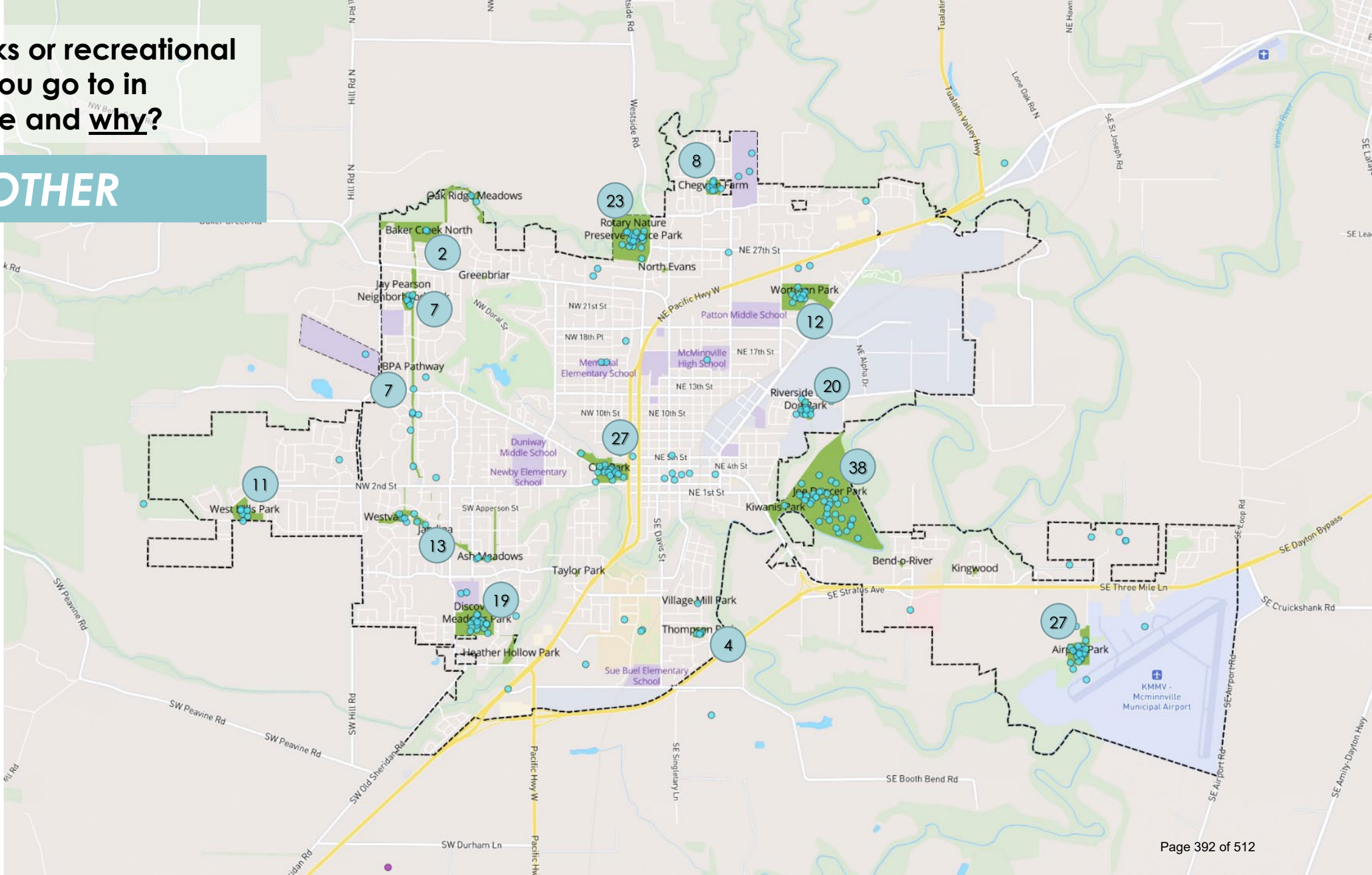
Responses  
718



# Which parks or recreational areas do you go to in McMinnville and why?

## OTHER

Responses  
275



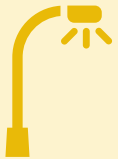


# 3. PARK IMPROVEMENTS AND NEEDS



## Popular parks need the most improvements

City Park and Joe Dancer Park are two which need the most improvements and are also most visited. Wortman Park is less visited but also needs improvements.



## Safety and cleanliness are biggest concerns

The open-ended comments can tell use more about what these mean specifically. These are more important than repairs, beautification, and programming.

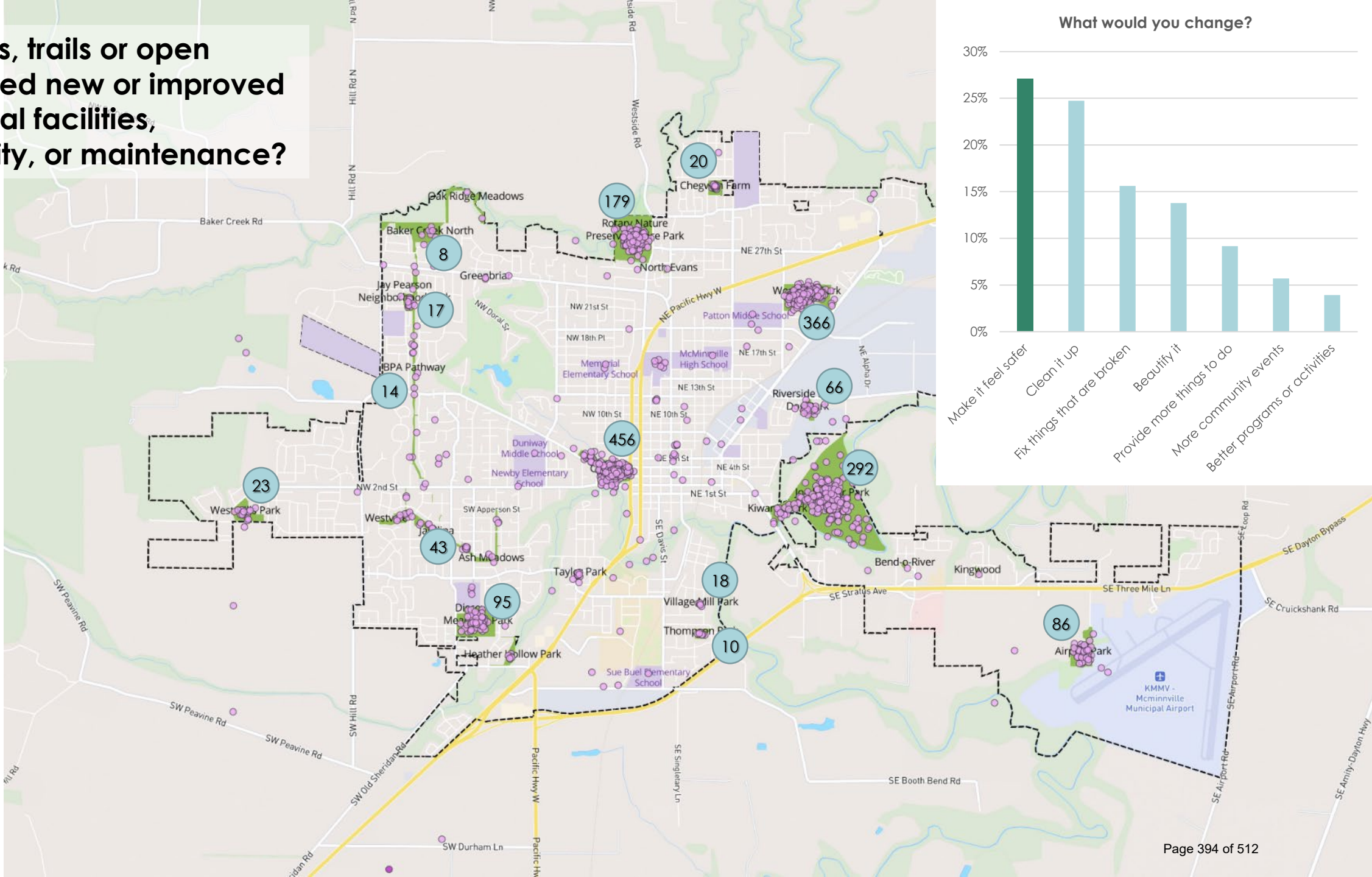


## New Parks

Desires for new parks are spread throughout McMinnville and will need to be prioritized based on existing park access gaps.

# What parks, trails or open spaces need new or improved recreational facilities, accessibility, or maintenance?

Respondents  
1,796

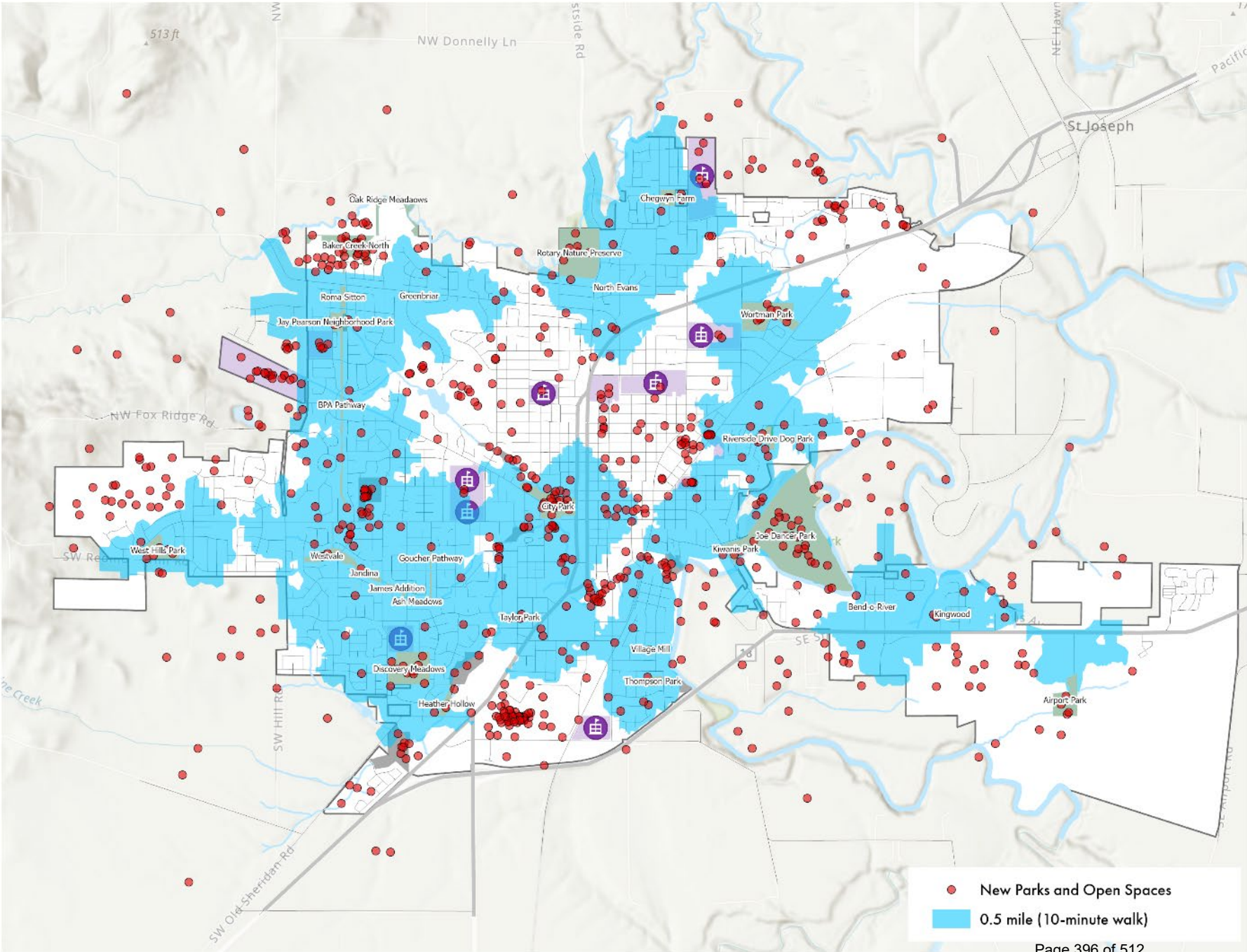


# Top Need by Park

Park Name	Clean it up	Provide more things to do	Make it feel safer	Fix things that are broken	Beautify it
Airport Park	<b>X</b>				
BPA Pathway, Roma Sitton		<b>X</b>			
Chegwyn Farms		<b>X</b>			
City Park			<b>X</b>		
Discovery Meadows				<b>X</b>	
Goucher Pathway, Jandina, West McMinnville Linear Park	<b>X</b>			<b>X</b>	
Joe Dancer Park			<b>X</b>		
North Baker		<b>X</b>			<b>X</b>
Riverside Drive Dog Park	<b>X</b>				
Thompson Park		<b>X</b>			
Tice Park			<b>X</b>		
Village Mill Park		<b>X</b>			
West Hills Park		<b>X</b>			
Wortman Park			<b>X</b>		

# Where would you like to see new parks and open spaces in McMinnville?

Responses  
736



# 4. RECREATION PROGRAMS

## High participation rates

Over 80% of people who chose to take the survey (or their families) participate in recreation programs often or occasionally.

## Awareness of offerings

Those who rarely or don't participate cite not knowing about programs, or not knowing about them in time, as the most common reason. Most people hear about programs through the recreation program guide and the City's website.

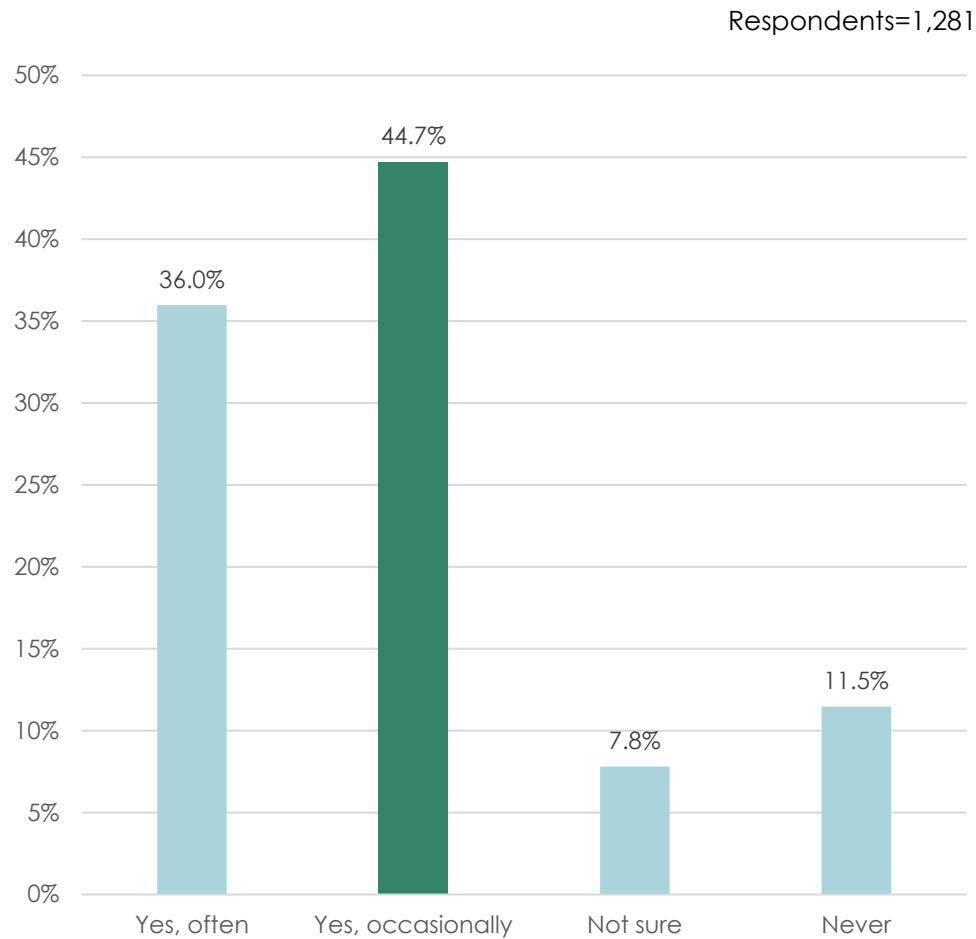
## Interest in different/more programs

People would like to see more aquatics programs, adult fitness classes, and community events.

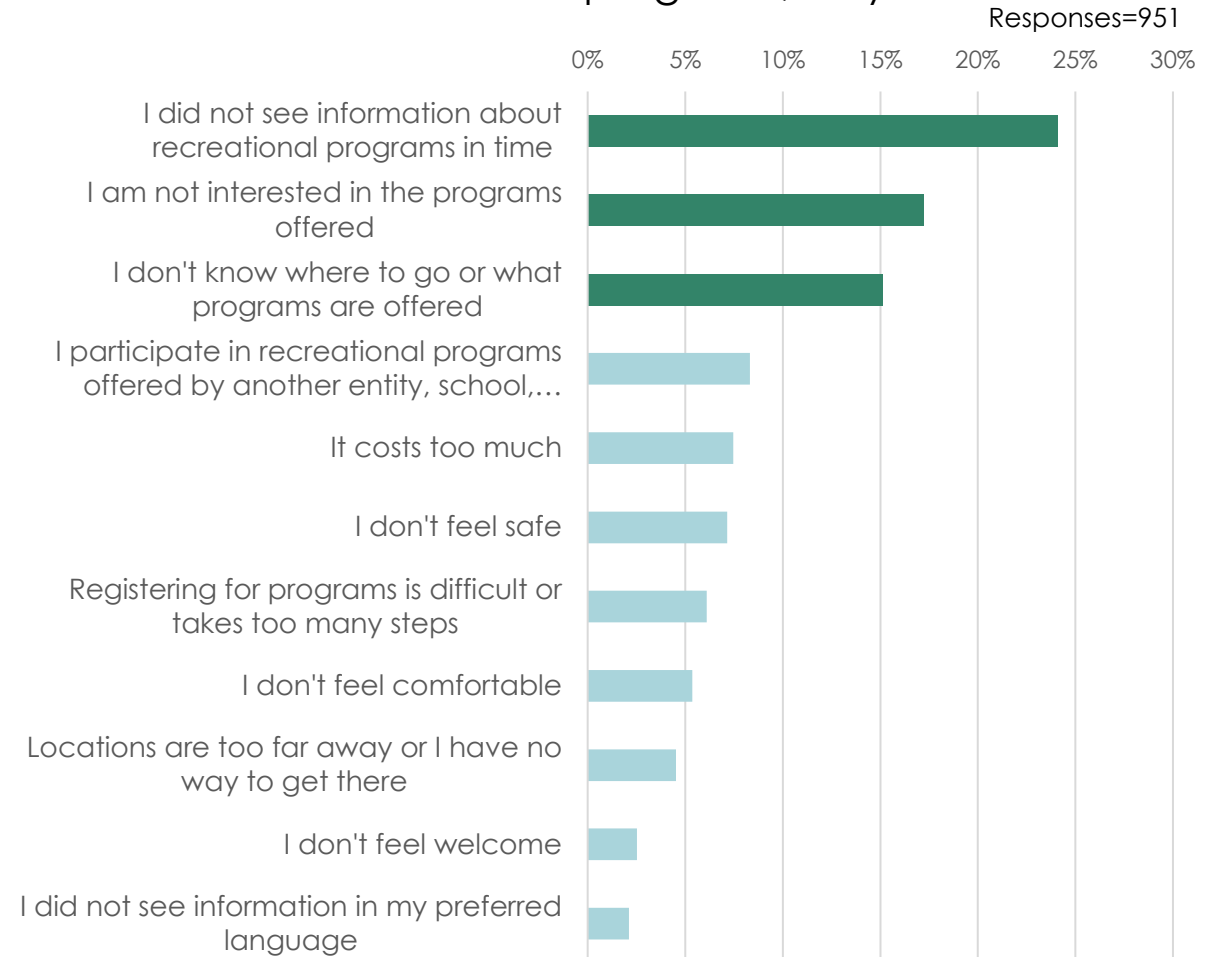


# RECREATION PROGRAMS

Have you or your family participated in recreation programs offered by the City of McMinnville before?

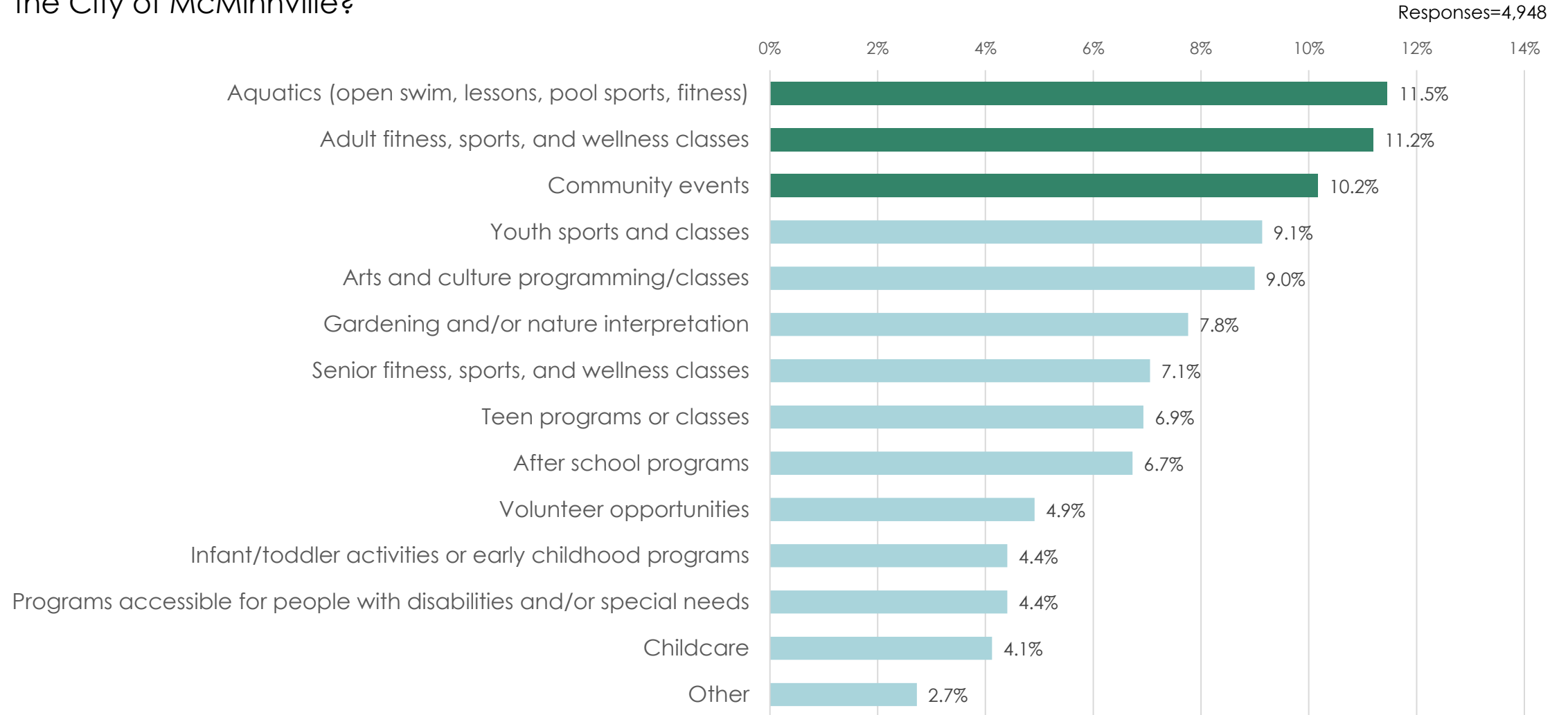


If you don't (or rarely) participate in City of McMinnville recreation programs, why?



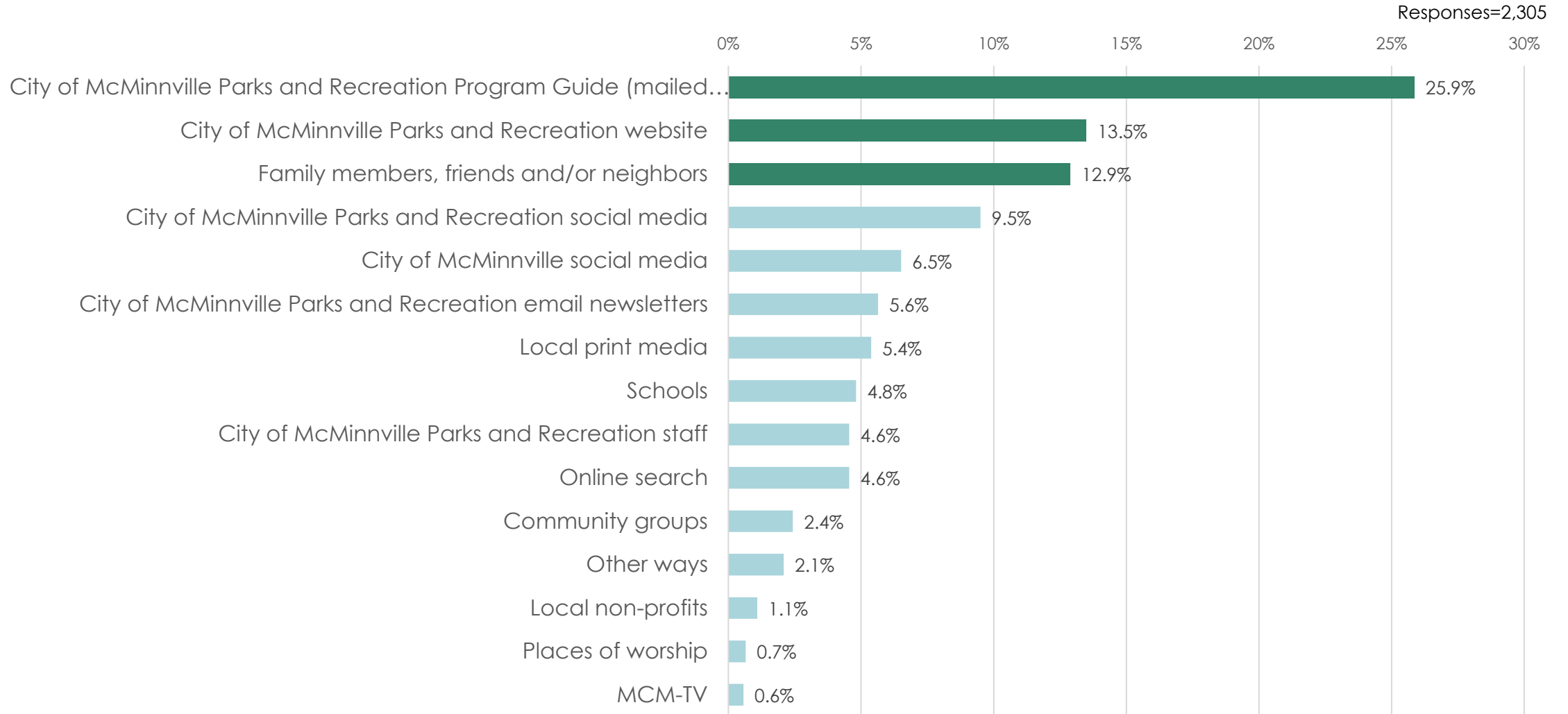
# RECREATION PROGRAMS

What types of recreation programs and activities would you like to see more of offered by the City of McMinnville?



# RECREATION PROGRAMS

How do you find out about City of McMinnville recreation programs, events, and activities?





# Online Values and Needs Survey Summary

McMinnville PROS  
Plan Update

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survey Period: Dec 16, 2022 – Feb 5, 2023





Above: Tice Park



# **APPENDIX C**

## **20+ YEAR CAPITAL PROJECT & OPERATIONS COSTS**

**Appendix C: McMinnville Parks, Recreation and Open Space Plan: 20+ Year Project and Operations Costs**

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
<b>Neighborhood Parks</b>									
<b>Chegwyn Farm</b>	3.9					100%	2	\$20,000	\$50,000
Add accessible paved path to connect with Grandhaven Elementary School		0.1	•						\$50,000
<b>Jay Pearson Park</b>	4.1					100%	2	\$21,000	\$500,000
Develop east side as off-leash dog area			•						\$500,000
<b>Thompson Park</b>	2.3					100%	2	\$12,000	\$760,000
Replace restroom				•					\$510,000
Add outdoor fitness equipment			•						\$250,000
<b>West Hills Park</b>	7.8					100%	2	\$39,000	\$1,000,000
Add basketball court			•						\$100,000
Add off-leash dog area			•						\$300,000
Add restroom			•						\$600,000
<b>Subtotal</b>	<b>18.1</b>	<b>0.1</b>						<b>\$92,000</b>	<b>\$ 2,310,000</b>
<b>Parklettes</b>									
<b>Bend-o-River</b>	0.3					100%	2	\$2,000	\$595,000
Replace play structure with nature playground		0.04		•					\$595,000
<b>Greenbriar</b>	0.2					100%	2	\$2,000	\$500,000
Park development (fence, small shelter/ benches, small play element, pollinator garden)			•						\$500,000
<b>Kingwood</b>	0.6					100%	2	\$3,000	\$731,900
Accessible interior paved paths		0.04			•				\$4,000
Replace play area and surface					•				\$725,000
Update irrigation					•				\$2,900
<b>North Evans</b>	0.3					100%	2	\$2,000	\$725,000
Replace play area and surface					•				\$725,000
<b>Taylor</b>	0.3					100%	2	\$2,000	\$977,000
Replace play area and surface					•				\$725,000

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Add small neighborhood garden with deer fencing			•						\$250,000
Add landscape buffer along site boundary of adjacent homes			•						\$2,000
<b>Village Mill</b>	0.5					100%	2	\$3,000	\$400,000
Park development (small shelter/ benches, small play element)			•						\$400,000
<b>Subtotal</b>	<b>2.3</b>	<b>0.1</b>						<b>\$14,000</b>	<b>\$ 3,928,900</b>
<b>Community Parks</b>									
<b>City Park</b>	16.2					75%	1	\$91,000	\$7,955,000
Replace dragon play structure with destination play structure that is barrier free				•					\$3,800,000
Add public art and historic interpretive elements			•						\$50,000
Add wayfinding signage			•						\$20,000
New amphitheater for community events (flood-friendly)			•						\$325,000
Replace 3rd Street entrance with gateway, open plaza, and add splash pad			•						\$2,500,000
Replace restrooms				•					\$510,000
Resurface upper and lower parking lots				•					\$250,000
Replace lower (larger) shelter				•					\$340,000
Complete ADA improvements identified in Public Works 5-year CIP				•					\$110,000
Complete creek restoration projects identified in Public Works 5-year CIP					•				\$25,000
Improve efficiency and coverage of lighting					•				\$25,000
<b>Joe Dancer Park</b>	104.7					75%	1	\$589,000	\$5,253,500
Skatepark improvements and renovation					•				\$250,000
Add shade trees and landscape enhancements				•					\$334,000
Resurface parking lot					•				\$287,000
Add bike skills area/pump track			•						\$500,000
Improve, enhance, and expand ADA compliant trails throughout park		1.7			•				\$1,700,000
Fenced off-leash dog area			•						\$300,000
Add lighting			•						\$50,000
Add restroom (following feasibility study)			•						\$600,000
Replace playground				•					\$1,232,500

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
<b>Discovery Meadows</b>	21.4					75%	1	\$121,000	\$3,207,500
Replace playground				•					\$1,232,500
Renovate splash pad				•					\$350,000
Cover, improve, and renovate skatepark				•					\$425,000
Pickleball courts (4)			•						\$350,000
Add fenced dog park to south end of park			•						\$300,000
Add covered basketball court structure (full court)			•						\$500,000
Resurface basketball courts					•				\$50,000
<b>Wortman Park</b>	21.5					75%	2	\$121,000	\$5,654,000
Replace west shelter as identified in Public Works 5-Year CIP				•					\$277,000
Renovate east shelter for safety and visibility				•					\$277,000
Fitness area with equipment			•						\$250,000
Improvements to disc golf course					•				\$250,000
Replace play area with new accessible play equipment (west)				•					\$3,230,000
Replace play area east play area with nature play area				•					\$595,000
Resurface parking lots (east and west)				•					\$150,000
Wayfinding/markers				•					\$17,000
Replace restrooms		0.09		•					\$510,000
ADA routes to picnic area and repave asphalt with lighting		0.09			•				\$48,000
Add lighting			•						\$50,000
<b>Subtotal</b>	<b>163.7</b>	<b>1.9</b>						<b>\$922,000</b>	<b>\$ 22,070,000</b>
<b>Special Use Parks</b>									
<b>Riverside Drive Dog Park</b>	3.6					50%	3	\$10,000	\$435,000
Conduct general drainage improvements					•				\$110,000
Add small gathering space and covered picnic shelter			•						\$325,000
<b>Subtotal</b>	<b>3.6</b>	<b>0.0</b>						<b>\$10,000</b>	<b>\$ 435,000</b>
<b>Linear/Trail Parks</b>									
<b>West McMinnville Linear Park</b>									
<b>Ash Meadows</b>	1.3					75%	3	\$5,000	\$13,450
Landscape and Maintenance - irrigation and repairs					•				\$6,450

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$7,000
<b>Goucher St. Pathway</b>	1.7					75%	3	\$7,000	\$17,400
Landscape and Maintenance - irrigation and repairs					•				\$8,400
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$9,000
<b>James Addition</b>	1.3					75%	3	\$5,000	\$738,600
Replace play equipment				•					\$725,000
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$7,000
Landscape and Maintenance - irrigation and repairs					•				\$6,600
<b>Jandina</b>	2.6					75%	3	\$10,000	\$203,850
Landscape and Maintenance - irrigation and repairs					•				\$12,850
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$13,000
Paved trail improvements					•				\$128,000
Renovate basketball court					•				\$50,000
<b>Jandina III</b>	2.1					75%	3	\$8,000	\$21,500
Landscape and Maintenance - irrigation and repairs					•				\$10,500
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$11,000
<b>West McMinnville Linear Park</b>	0.2					75%	3	\$1,000	\$1,850
Landscape and Maintenance - irrigation and repairs					•				\$850
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$1,000
<b>Westvale</b>	4.5					75%	3	\$17,000	\$45,550
Landscape and Maintenance - irrigation and repairs					•				\$22,550
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$23,000
<b>BPA Path (paved)</b>									
<b>BPA Pathway I (2nd Street to Wallace)</b>	2.8					75%	3	\$11,000	\$266,500
Landscape and Maintenance - irrigation and repairs					•				\$2,500
Fitness equipment along trail			•						\$250,000
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$14,000
<b>BPA Pathway II (Wallace to 23rd)</b>	4.1					75%	3	\$16,000	\$23,500
Landscape and Maintenance - irrigation and repairs					•				\$2,500
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$21,000

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
<b>Roma Sitton (23rd to Baker Creek Road)</b>	1.7					75%	3	\$7,000	\$11,500
Landscape and Maintenance - irrigation and repairs					•				\$2,500
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$9,000
<b>BPA North (Baker Creek Road to chip path)</b>	1.3					50%	2	\$4,000	\$1,102,500
Landscape and Maintenance - irrigation and repairs					•				\$2,500
Add small gathering space and covered picnic shelter			•						\$400,000
Add play area			•						\$700,000
<b>North McMinnville Trail</b>									
<b>Baker Creek North-Parcel D</b>	14.9					75%	3	\$56,000	\$77,500
Beautification - landscaping and maintenance					•				\$2,500
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$75,000
<b>Oak Ridge Meadows</b>	5.4					75%	3	\$21,000	\$29,500
Beautification - landscaping and maintenance					•				\$2,500
Convert portions of lawn to ecolawn or nativescape to reduce mowing				•					\$27,000
<b>Subtotal</b>	<b>43.8</b>	<b>0.0</b>						<b>\$168,000</b>	<b>\$ 2,553,200</b>
<b>Subtotal Developed</b>	<b>231.5</b>							<b>\$1,206,000</b>	<b>\$ 31,297,100</b>
<b>Natural Areas</b>									
<b>Developed Natural Area</b>									
<b>Airport Park</b>	12.1					50%	3	\$31,000	\$709,500
Install accessible pathway along west edge to connect to view point		0.2	•						\$150,000
Replace wayfinding signage				•					\$17,000
Add accessible picnic area			•						\$400,000
Replace bridges (3)				•					\$90,000
Remove and replace aging picnic tables				•					\$42,500
Resurface parking lot				•					\$10,000
<b>Kiwanis Park</b>	4.7	0.3				25%	3	\$6,000	\$313,250
Replace boat launch/fishing pier (and preserve existing Camas plants)			•						\$250,000
Replace pedestrian bridge				•					\$30,000
Replace irrigation					•				\$23,250
Repave path (acreage and cost included with Joe Dancer Park)					•				\$0



Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Resurface parking lot									\$10,000
<b>Tice Woods - Rotary Nature Preserve</b>	32.8					25%	3	\$41,000	\$800,000
Add lighting to parking lot			•						\$50,000
Replace wood bridge and boardwalk as identified in Public Works 5-year CIP				•					\$40,000
Add maintenance vehicle access			•						\$10,000
Add small nature playground			•						\$700,000
<b>Undeveloped Natural Area</b>									
<b>Angela Court</b>	2.3						4	\$6,000	\$0
<b>Ashwood Derby</b>	0.3						3	\$2,000	\$0
<b>Barber</b>	11.8						3	\$59,000	\$332,000
Add soft surface trail connecting SW Old Sheridan Rd/SW Baker St.		0.2	•						\$32,000
Add signage for future trail connection			•						\$20,000
Add small parking lot potentially via an access or use agreement			•						\$250,000
Add pedestrian bridge across Cozine Creek			•						\$30,000
<b>Bennette Addition</b>	0.2						4	\$1,000	\$0
<b>Carlson</b>	3.3						3	\$17,000	\$0
<b>Creekside Cozine</b>	3.9						3	\$20,000	\$0
<b>Creekside Meadows</b>	15.3						3	\$77,000	\$0
<b>Crestwood</b>	1.7						4	\$5,000	\$0
<b>Dayton</b>	6.8						4	\$17,000	\$0
<b>Fir Ridge</b>	0.7						4	\$2,000	\$0
<b>Heather Hollow</b>	3.2					25%	3	\$17,000	\$20,000
Add signage for future trail connection			•						\$20,000
<b>Quarry</b>	11.9						3	\$60,000	\$1,341,000
Access via property easement or acquisition from church	0.3	0.1	•						\$95,000
Add nature playground			•						\$700,000
Add soft surface loop trail		0.3	•						\$46,000
Add bike skills course/pump track			•						\$500,000
<b>Tall Oaks Cozine</b>	12.6						3	\$64,000	\$20,000

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
Add signage for future trail connection			•						\$20,000
<b>Subtotal</b>	<b>123.4</b>	<b>1.0</b>						<b>\$ 425,000</b>	<b>\$ 3,535,750</b>
<b>Undeveloped</b>									
<b>Brookview</b>	0.7						4	\$2,000	\$0
<b>Davis Dip</b>	1.6						4	\$4,000	\$0
<b>Meadowridge</b>	0.7						4	\$2,000	\$0
<b>Subtotal</b>	<b>3.0</b>	<b>0.0</b>						<b>\$8,000</b>	<b>\$ -</b>
<b>Total Existing Parks</b>	<b>357.9</b>	<b>3.0</b>						<b>\$1,639,000</b>	<b>\$ 34,832,850</b>
<b>Proposed Neighborhood Parks</b>									
<b>Fox Ridge Park</b>	8.7		•			100%	2	\$44,000	\$10,005,000
Land acquisition			•						\$2,610,000
Park development			•						\$7,395,000
<b>Riverside South Park</b>	5.0		•			100%	2	\$25,000	\$5,750,000
Land acquisition			•						\$1,500,000
Park development			•						\$4,250,000
<b>Southwest Park</b>	5.0		•			100%	2	\$25,000	\$5,750,000
Land acquisition			•						\$1,500,000
Park development			•						\$4,250,000
<b>Three Mile Lane Park</b>	5.0		•			100%	2	\$25,000	\$5,750,000
Land acquisition			•						\$1,500,000
Park development			•						\$4,250,000
<b>Northeast Central Park</b>	5.0		•			100%	2	\$25,000	\$5,750,000
Land acquisition			•						\$1,500,000
Park development			•						\$4,250,000
<b>Northwest Central Park</b>	0.50		•			100%	2	\$3,000	\$575,000
Land acquisition			•						\$150,000
Park development			•						\$425,000
<b>Subtotal</b>	<b>29.2</b>	<b>0.0</b>						<b>\$147,000</b>	<b>\$ 33,580,000</b>
<b>Proposed Community Parks</b>									

Park Name/ Project Description	Size/Length		Project Type**			Estimated Maintenance Ongoing Costs			Estimated One Time 20-Plus-Year Capital Costs
	Acres	Miles	Build/Add	Renovate/Replace	Improve Existing	% Maintained	Maintenance Tiers	Average Annual Maintenance Cost	Estimated Capital Cost
<b>Southwest Community Park</b>	20.0		•			75%	1	\$113,000	\$26,000,000
Land acquisition			•						\$6,000,000
Park development			•						\$20,000,000
<b>Subtotal</b>	<b>20.0</b>	<b>0.0</b>						<b>\$113,000</b>	<b>\$ 26,000,000</b>
<b>Proposed Greenways (development only)</b>									
<b>Airport Park Greenway</b>	5.5	1.5	•			75%	3	\$21,000	\$1,227,273
<b>Cozine to City Park Greenway</b>	4.7	1.3	•			75%	3	\$18,000	\$1,063,636
<b>Cozine to Dancer Park Greenway</b>	4.5	1.2	•			75%	3	\$17,000	\$1,006,364
<b>Joe Dancer Park/Three Mile Lane Greenway</b>	1.1	0.3	•			75%	3	\$5,000	\$245,455
<b>Oak Ridge Meadows/Rotary Nature Preserve Greenway</b>	3.6	1.0	•			75%	3	\$14,000	\$818,182
<b>Ridge Trail Greenway</b>	42.1	3.0	•			75%	3	\$158,000	\$9,472,500
<b>Southwest Greenway</b>	18.2	5.0	•			75%	3	\$69,000	\$4,090,909
<b>Three Mile Lane/Evergreen Greenway</b>	5.5	1.5	•			75%	3	\$21,000	\$1,227,273
<b>Yamhill River Greenway</b>	7.3	2.0	•			75%	3	\$28,000	\$1,636,364
<b>Subtotal</b>	<b>92.4</b>	<b>16.8</b>						<b>\$351,000</b>	<b>\$ 20,787,955</b>
<b>Total Proposed Parks/Greenway Trails</b>	<b>141.6</b>	<b>16.8</b>						<b>\$ 611,000</b>	<b>\$ 80,367,955</b>

\*Costs are planning-level estimates in 2023 dollars, not accounting for inflation. All costs are rounded. Actual costs should be determined through site master planning, maintenance planning and construction documents. Actual costs may be higher or lower depending on site needs, the scale of the facility, and changing market prices for materials.

\*\*Build/add projects are potentially SDC eligible. Renovate/replace projects are SDC eligible on a case-by-case basis. Improve Existing projects are not SDC eligible.

**Appendix C: Planning Level Capital Cost Estimates and Assumptions**

Feature	Unit	Planning Level Cost*			Assumptions
		Build/Add**	Renovate/Replace**	Improve Existing**	
<b>PARKLAND AND OPEN LANDS</b>					
Parkland Acquisition	per acre	\$300,000			Unimproved land with access to municipal utilities
Open Lands Acquisition	per acre	\$200,000			Unimproved land
Community Park Development	per developed acre	\$1,000,000			Fully loaded costs to account for the development of all or a portion of the site. Includes site grading, circulation, utilities, facilities, amenities, and landscaping. (This does not include major facility development, such as a recreation center or swimming pool.)
Neighborhood Park Development	per developed acre	\$850,000			Fully loaded costs to account for the development of all or a portion of the site. Includes site grading, circulation, utilities, facilities, amenities, and landscaping.
Linear/Trail Park Development	per developed acre	\$300,000			Fully loaded costs to account for the development of a portion of the site for trails and related recreation uses. Includes site grading, circulation, utilities, facilities, amenities, and landscaping.
Open Space Development	per developed acre	\$500,000			Fully loaded costs to account for the development of all or a portion of the site. Includes site grading, circulation, utilities, facilities, amenities, and landscaping. (This does not include major facility development, such as a nature center.)
<b>SPORTS FIELDS</b>					
Baseball/Softball Field (Grass)	each	\$1,250,000	\$1,062,500	\$625,000	-Regulation-size diamond turf field designed for baseball, softball, T-ball, and kickball -Field lighting -Amenities such as bleachers, dugouts, concessions, and shade
Multi-purpose Field (Grass)	each	\$850,000	\$722,500	\$425,000	-Regulation-size rectangular turf field painted for soccer and other sports -Field lighting -Amenities such as bleachers, concessions, and shade
Artificial Turf Sports Field	each	\$3,000,000	\$2,550,000	\$1,500,000	Regulation-size field, artificial turf, and amenities such as bleachers, dugouts, concessions, shade, and lighting
Basketball Court	each	\$100,000	\$85,000	\$50,000	3/4 of full HS basketball = 75 x 50 (63' x 37.5' plus 6' run-out all sides) with two goals and surfacing
Pickleball Court	per four	\$350,000	\$297,500	\$175,000	Four side-by-side pickleball courts (70' x 130') with fencing, nets, surfacing, and lighting.
Tennis Court	per two	\$400,000	\$340,000	\$200,000	Two side-by-side tennis courts (120' x 120') with fencing, nets, surfacing, and lighting
Multi-use Sports Court	allowance	\$350,000	\$297,500	\$175,000	Full-size courts; lighting where warranted. Actual cost will depend on type
<b>PLAY EQUIPMENT AND AREAS</b>					

Feature	Unit	Planning Level Cost*			Assumptions
		Build/Add**	Renovate/Replace**	Improve Existing**	
Playground/Play Equipment (Thematic or Traditional)	each	\$1,450,000	\$1,232,500	\$725,000	-Play equipment for ages 2-5 and 5-12 scaled for neighborhood park w/ poured-in-place surfacing -Actual cost will depend on type and size
Inclusive Play Area	per acre	\$3,800,000	\$3,230,000	\$1,900,000	-New or replaced play area that is universally designed and inclusive to all children.
Nature Playground (Small)	each	\$700,000	\$595,000	\$350,000	-Nature play features, topography, landscaping, safety surfacing and seating
Destination Play Area	per acre	\$3,800,000	\$3,230,000	\$1,900,000	-Large play areas with unique play elements and multiple play settings that support imaginative, creative and active play. May include interactive water play, sand play, and universal play elements. Includes safety surfacing, seating, and shade
<b>SOCAL GATHERING</b>					
Shade Elements	each	\$200,000	\$170,000	\$100,000	-Seating with shade structures; small shelter, pergola or gazebo; sails and umbrellas; plantings
Picnic Area - Medium	each	\$400,000	\$340,000	\$200,000	-Medium group area with shade to support amenities such as barbecues and food prep areas -Long tables or mixed table sizes
Picnic Area - Large	each	\$600,000	\$510,000	\$300,000	-Large group area with shade to support amenities such as barbecues, sinks, and food prep areas -Long tables or mixed table sizes
Dog Park/Off-leash Dog Area	each	\$300,000	\$255,000	\$150,000	-Full size dog park with different fenced areas for small and large dogs, landscaping, amenities, shelter and utilities
Small Outdoor Event Space	each	\$325,000	\$276,250	\$162,500	-Plaza, small amphitheater, outdoor stage, pavilion or outdoor classroom, with utilities and support amenities
<b>TRAILS</b>					
Hard-Surfaced Trail	per mile	\$1,000,000	\$850,000	\$500,000	-Multi-use trails for biking, walking and jogging -\$12 per square foot. Includes allowance for minor grading and drainage improvements -Support amenities along trails, such as benches and small shade features
Soft-Surfaced Trail	per mile	\$160,000	\$136,000	\$80,000	-Nature trails, jogging trails parallel to multi-use paved trails -\$6 per square foot. Includes allowance for minor grading and drainage improvements -Support amenities along trails, such as benches and small shade features
<b>OTHER FACILITIES AND ELEMENTS</b>					

Feature	Unit	Planning Level Cost*			Assumptions
		Build/Add**	Renovate/Replace**	Improve Existing**	
Nature Based Recreation - Specialized Facilities	allowance per each	\$1,500,000	\$1,275,000	\$750,000	Elements such as: outdoor classroom or nature interpretation center or signage
Water-Based Recreation	allowance per each	\$250,000	\$212,500	\$125,000	Elements such as non-motorized boat launch or fishing pier
Outdoor Recreation Variety	allowance per each	\$500,000	\$425,000	\$250,000	Elements such as: skate spots, disc golf, small bike skills area/pump track, parkour obstacle course, climbing spire, zip line and other unique play elements, sound garden, self-directed hike/app stations
Comfort Amenities and Art	allowance per each	\$50,000	\$42,500	\$25,000	Elements such as: seating, bottle-filler stations/dog drinking dishes, Trash/recycling receptacles, bike racks, docking stations, art (playable, integrated, stand-alone, and/or temporary displays), information kiosks, and coworking stations/outdoor work space
Restroom (permanent)	each	\$600,000	\$510,000	\$300,000	2 unit single-occupant each (24'x12')
Community or Demonstration Garden	each	\$250,000	\$212,500	\$125,000	Combination of in-ground, raised beds, and accessible planting areas, with fencing, water, composting/green waste recycling, seating, shade
Natural and Interpretive Elements	allowance for each	\$150,000	\$127,500	\$75,000	Elements such as: Native plantings, designated natural areas/features, bioswales and rain gardens, arboretums, pollinator patches, gardens and corridors, bird habitat, baths and houses
Fitness Equipment	per 5 stations	\$250,000	\$212,500	\$125,000	Stations that combine cardio, strength training, or cross training
Signage - Wayfinding and Identity	per site	\$20,000	\$17,000	\$10,000	Assumes monument sign, directional signage, and other informational signage
Ecolawn	per acre	\$6,000	\$5,000	\$1,500	Ecolawn or similar product to reduce maintenance needs
Irrigation and Landscaping	per acre			\$5,000	Replacement of irrigation and/or landscape maintenance.
Shade tree planting	per maintained acres	\$5,000	\$4,250	\$2,500	Shade tree specific from City approved tree list
Park Lighting	allowance	\$50,000	\$42,500	\$25,000	Pedestrian scale lighting fixtures
New Trail Pedestrian Bridge	allowance each	\$30,000			"forest service style"
New Major Pedestrian Bridge	allowance each	\$600,000			Prefabricated, 12' wide, 100' long = 1,200 sq/ft \$475 sq/ft (single span bridge) = \$570,000 cost estimate for bridge only *does not include ROW work, construction costs, engineering, permitting, or contingencies

Feature	Unit	Planning Level Cost*			Assumptions
		Build/Add**	Renovate/Replace**	Improve Existing**	

\*Costs are planning-level estimates in 2023 dollars, not accounting for inflation. All costs are rounded. Actual costs should be determined through site master planning, maintenance planning and construction documents. Actual costs may be higher or lower depending on site needs, the scale of the facility, and changing market prices for materials.

\*\*Build/add projects are potentially SDC eligible. Renovate/replace projects are SDC eligible on a case-by-case basis. Improve Existing projects are not SDC eligible.

**Appendix C: Planning Level Maintenance Cost Assumptions**

Maintenance Tier/Type	Unit	Cost Estimate*	Notes
1. Enhanced	per developed acre	\$7,500	Enhanced maintenance costs represent a 50% increase of standard maintenance costs. Enhanced maintenance is needed at highly-visible, heavily-used sites that include specialized assets. Does not include major capital projects or asset renewal.
2. Standard	per developed acre	\$5,000	The standard level of maintenance includes routine monitoring, inspection and care of recreation facilities, natural areas and landscaping. Costs are calculated for 100% of every acre, reflecting maintenance needs after sites are developed or improved. These are estimated based on McMinnville expenditures for average park maintenance costs. Does not include major capital projects or asset renewal.
3. Basic	per acre	\$2,500	Most natural areas and underdeveloped parks should receive a basic level of maintenance. The basic level of maintenance includes routine monitoring, inspection and care of recreation facilities, natural areas, and landscaping. At a basic level of maintenance, the City provides routine maintenance for health and safety, but no specialized care for asset protection. A sub-category for undeveloped land is part of this maintenance type and would include limited responsibilities, except for emergency needs.
4. Undeveloped Land (limited public access)	per acre	\$500	Undeveloped land maintenance costs are based on sites with limited to no public access, or little to no natural resources present. Costs represent 10% of standard maintenance costs.

\*Costs are planning-level estimates in 2023 dollars, not accounting for inflation.





Above: West Hills  
Neighborhood Park



# **APPENDIX D**

## **ONLINE PRIORITY PROJECTS**

### **SURVEY SUMMARY**



**City of  
McMinnville**

# Online Priority Projects Survey Summary

McMinnville PROS Plan

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Survey Period: October 12, 2023 – November 19, 2023



# Purpose

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In Summer 2022, the City of McMinnville began updating its Parks, Recreation, and Open Space Plan to identify community priorities, needs, and recommendations to improve and enhance parks, recreation facilities, trails, programs, events and related services. As part of the planning process the City launched its first online survey in Winter 2023 to gather community input about park and recreation needs, locations and programming. Since then, the City and project team have been analyzing existing parks and programs to identify key issues and needs, including where parks are, who they serve, and who might be missing out. As a next step in the planning process, the City launched a second online survey in October 2023 to identify community priorities and understand where to focus resources and energy first.

The second online survey was available online from October 12, 2023, to November 19, 2023. The questionnaire was promoted by the City of McMinnville through several channels including social media, email newsletters, on the project website, and more (see next page).

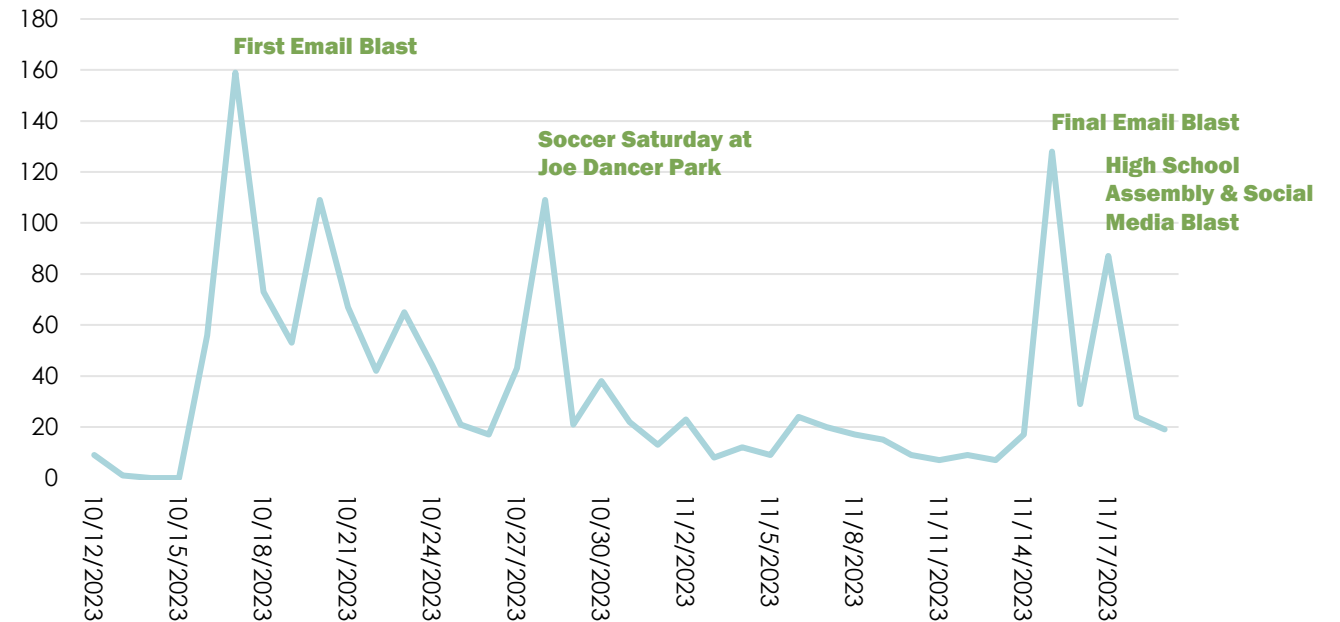
The findings are from a broad enough sample that they can help the City identify community priorities. All questions were optional. Some questions allowed participants to select two or more answer choices resulting in total counts greater than the number of respondents and total percentages greater than 100%. This summary provides results of the survey.

# Promotion

The online survey was shared with the community through several methods in both English and Spanish including:

- **Traditional methods:**
  - Posted signs, flyers or yard signs at all city facilities (including parks)
  - Social media platforms
  - Paper surveys at the Senior Center
  - Flyers given to high school students
  - Emails to Parks & Rec patron list
  - Community outreach software iheartmac
  - \$400 visa gift card as an incentive to take the survey
  - Worked with partner agencies and community groups to help spread the word
- **Giveaways (tote bags and dollar bills):**
  - Parks and Recreation gatherings such as Soccer Saturday at Joe Dancer Park

Survey Visitors Over Time



# Summary Contents

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1. WHO  
RESPONDED?

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2. PROJECT  
PRIORITIES

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3. GEOGRAPHIC  
PRIORITIES

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4. ADDITIONAL  
COMMENTS

# 1. WHO RESPONDED?



**1,395 respondents**  
**In 5.5 weeks**

## **Residents, Students and Visitors**

People who live in all parts of McMinnville (56% of respondents), students of all grades/higher education in McMinnville (4% of respondents), and visitors (12% of respondents). This is similar to responses from the first survey.

## **Employees**

27% of respondents work in Downtown, at schools, eastern McMinnville businesses, and more.

## **Many Adults Representing Families**

Many participants live with children, teens/tween, and older adults (65+).

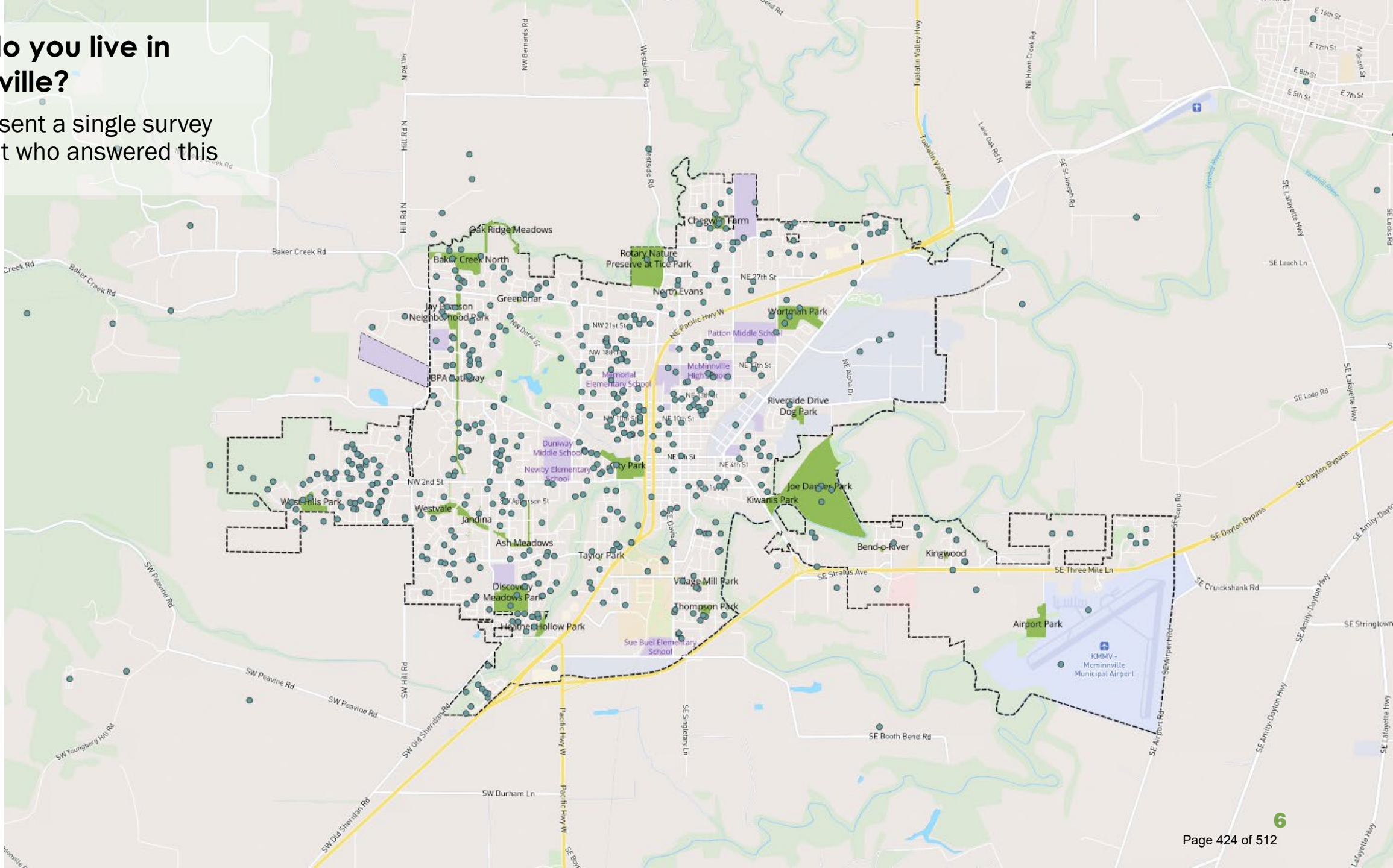
## **Mixed Backgrounds, Languages, Abilities**

- About 16% of respondents self-identify as non-White/Caucasian.
- 60 respondents took the questionnaire in Spanish.
- 12% represented someone who has a condition or disability that influences their participation in or access to parks and recreation activities.

# Where do you live in McMinnville?

Dots represent a single survey respondent who answered this question.

Responses  
556

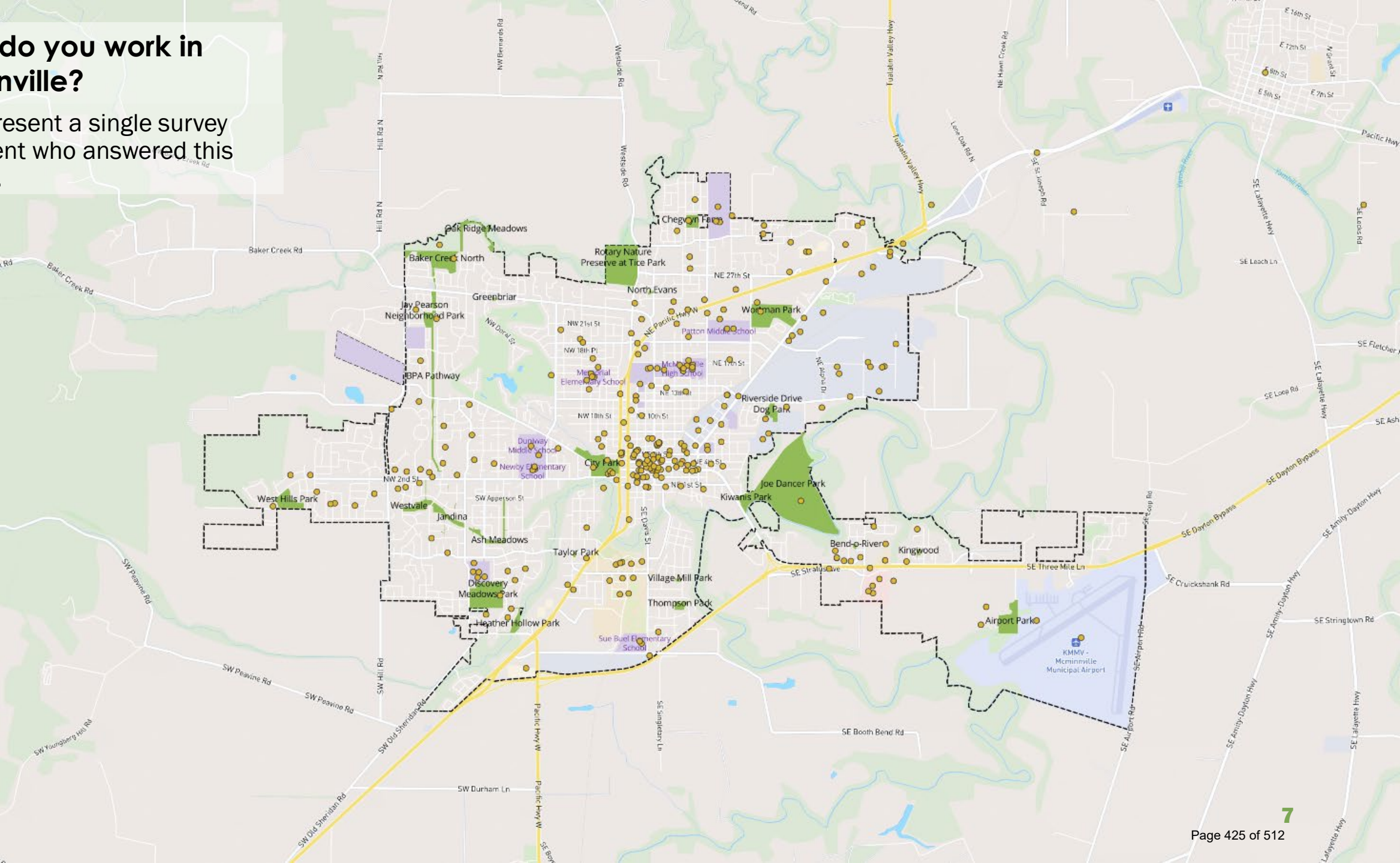




# Where do you work in McMinnville?

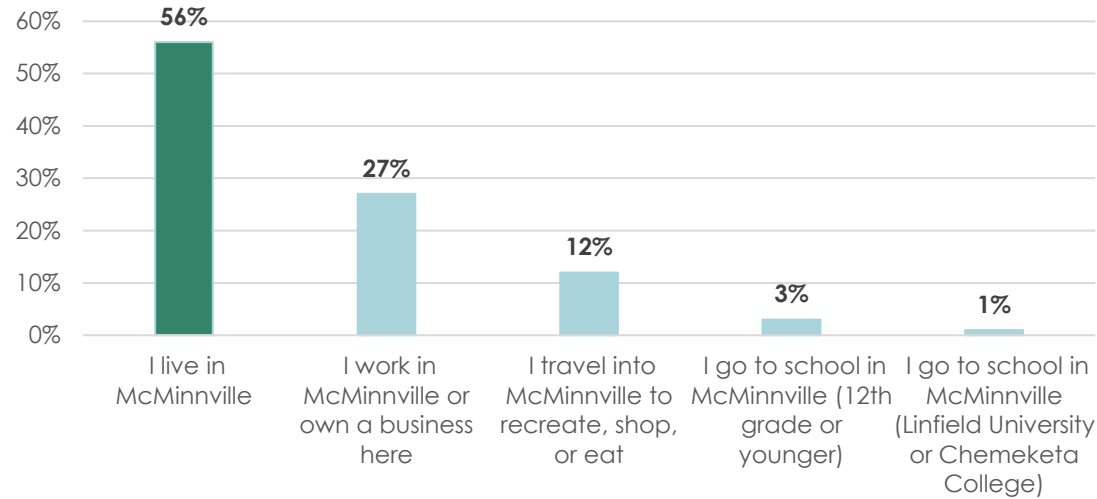
Dots represent a single survey respondent who answered this question.

Responses  
302



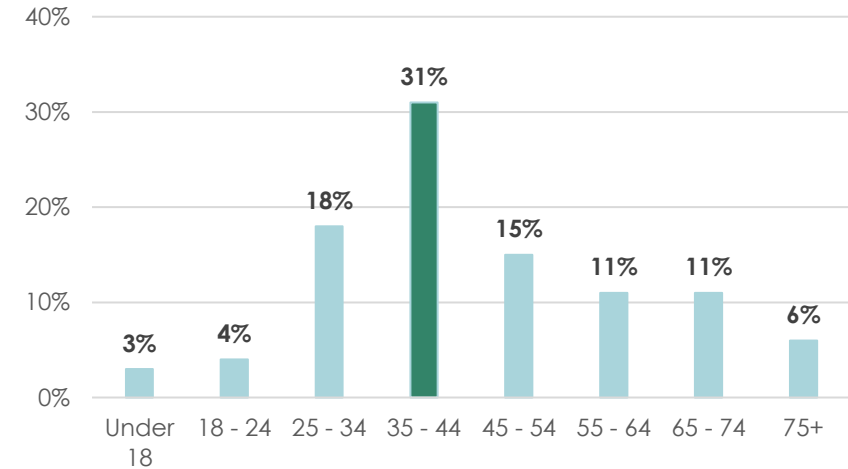
## How are you connected to McMinnville?

N=780



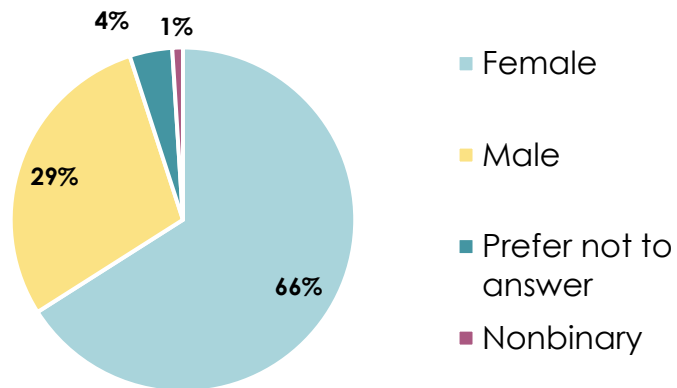
## What is your age?

N=675



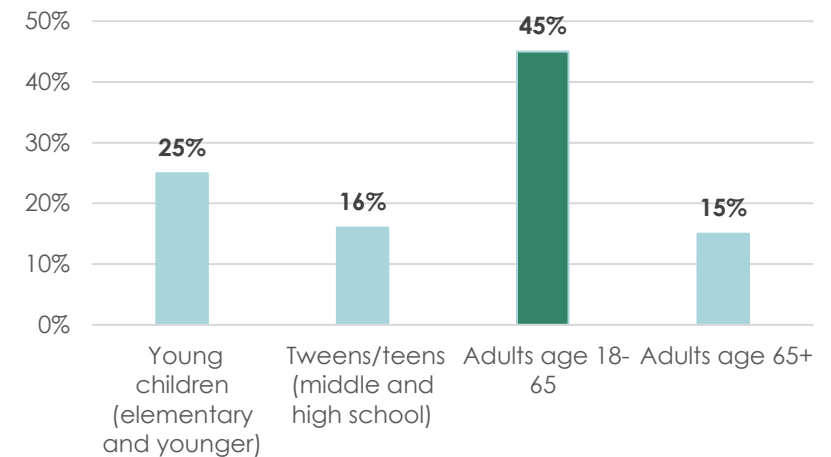
## What best describes your gender identity?

N=588



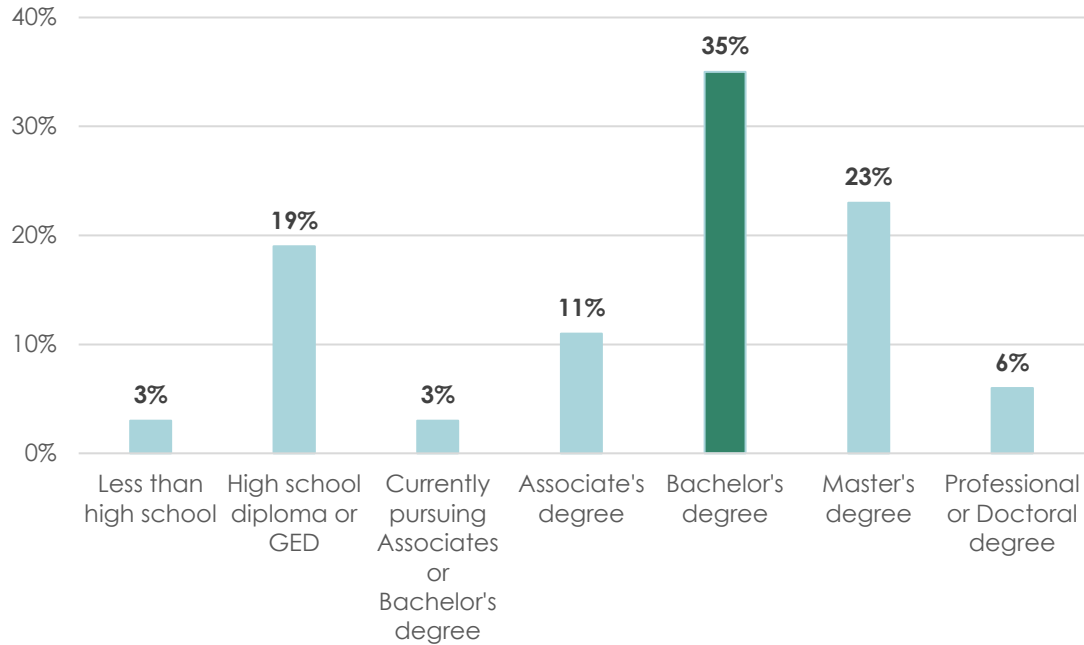
## What age are the people who live in your home?

N=760



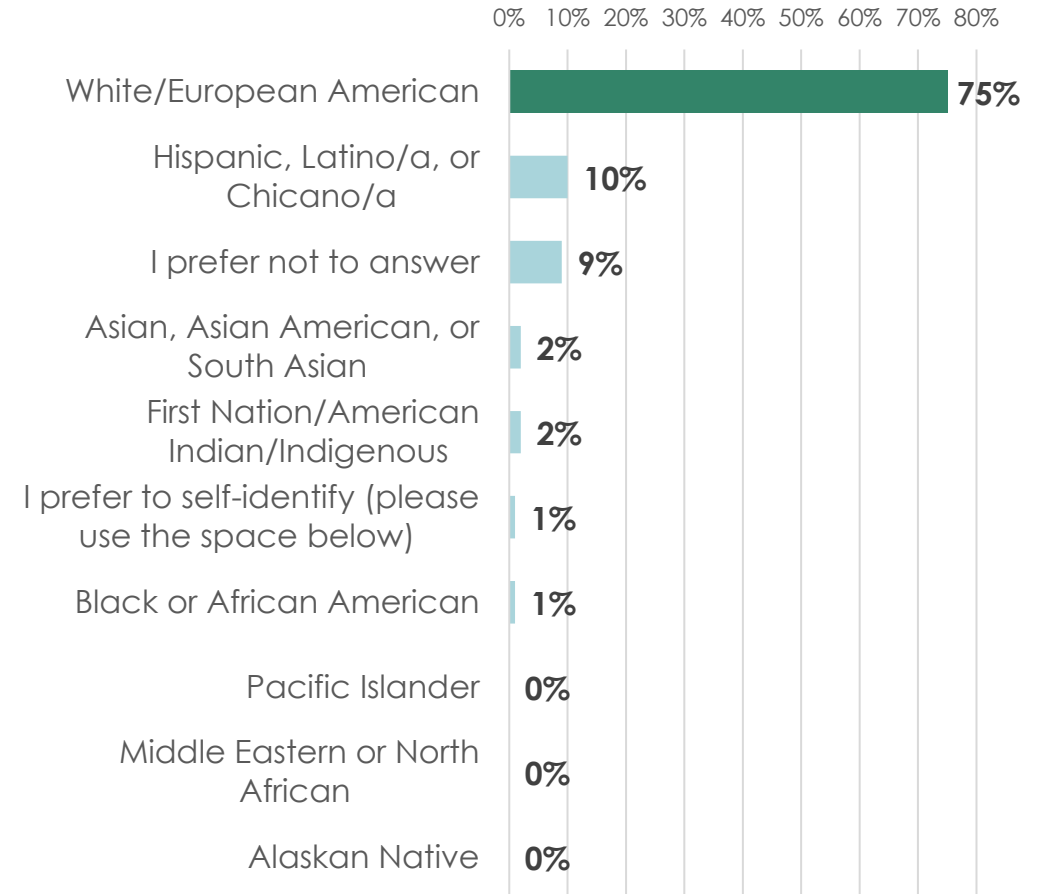
## What is the highest degree or level of school you have completed?

N=725

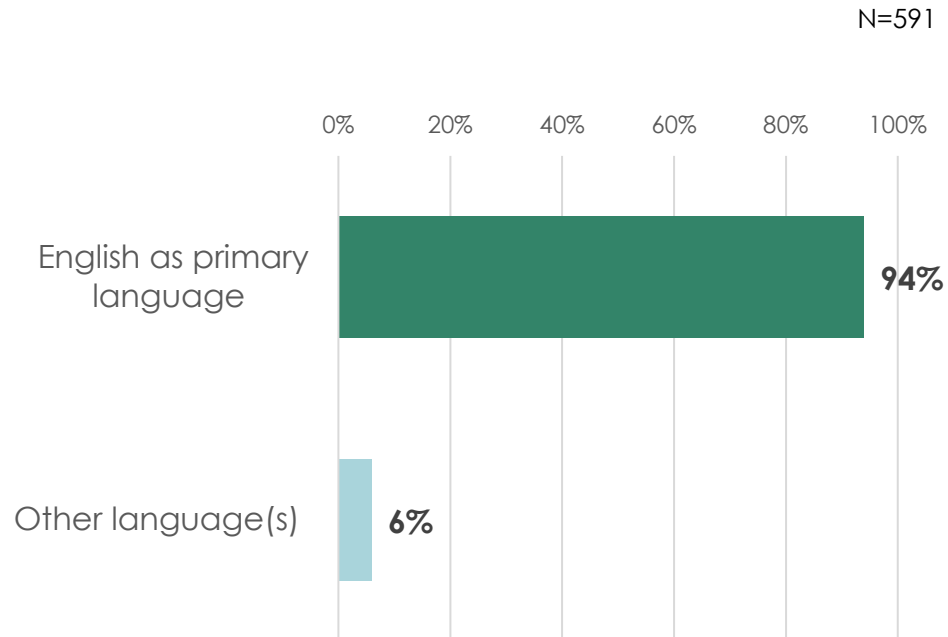


## Which of the following most accurately describes your race and ethnic identities?

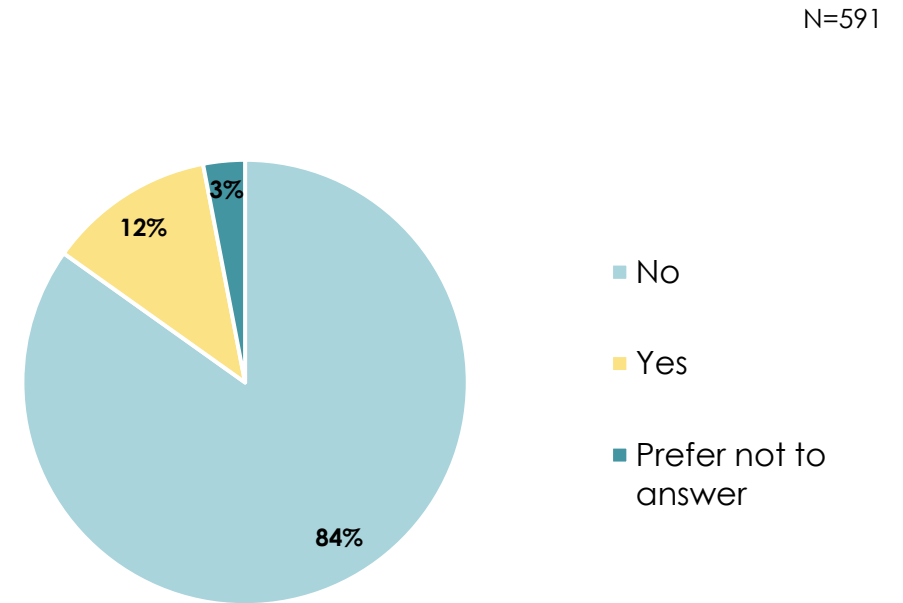
N=677



What language(s) do you speak in your household?



Do you or anyone in your family have a condition or disability that influences your participation in or access to parks and recreation activities?



# 2. PROJECT PRIORITIES

The survey posed questions about priorities for different types of projects or improvements to the park and recreation system using four cost categories.



## Low Cost Projects

Trail amenities and wayfinding (16% of respondents) and lighting improvements (16% of respondents) were the top two low cost priority projects in McMinnville.



## Moderate Cost Projects

Safe routes to parks (22% of respondents) and restrooms (21% of respondents) were the top two moderate cost priority projects in McMinnville.



## High Cost Projects

A loop trail (18% of respondents) and a riverfront trail (18% of respondents) were the top two high cost priority projects in McMinnville.

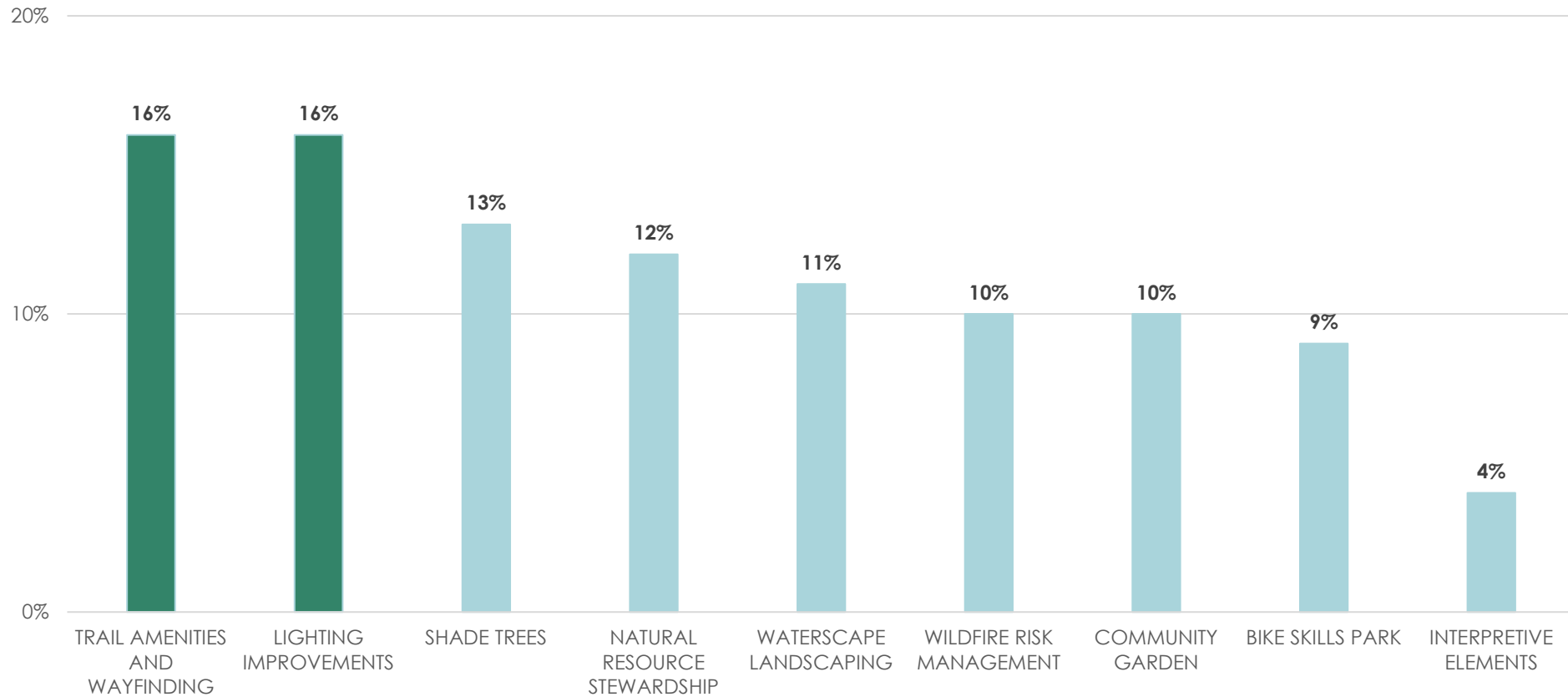


## Highest Cost Projects

A new community park (36% of respondents) was the top highest cost priority project in McMinnville.

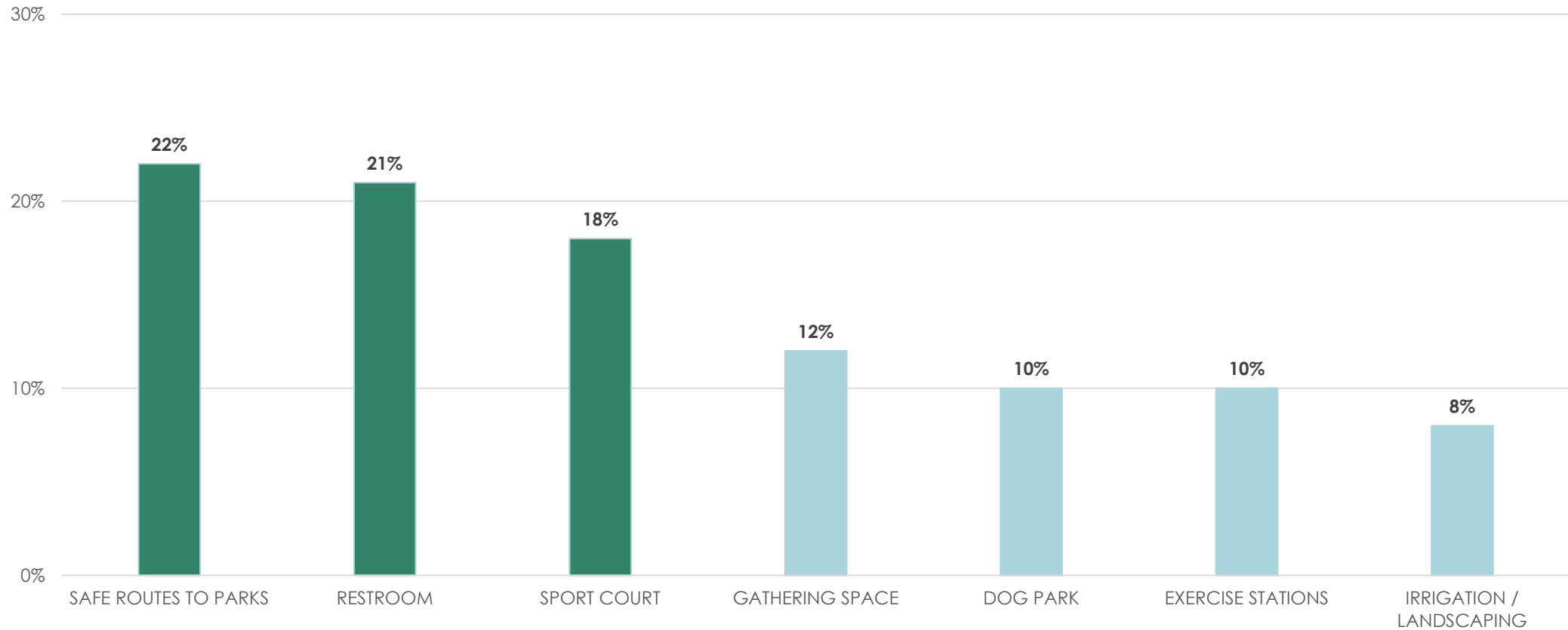
Choose up to four low cost (less than \$50,000) project types that you think should be the highest priority for McMinnville.

Responses=967



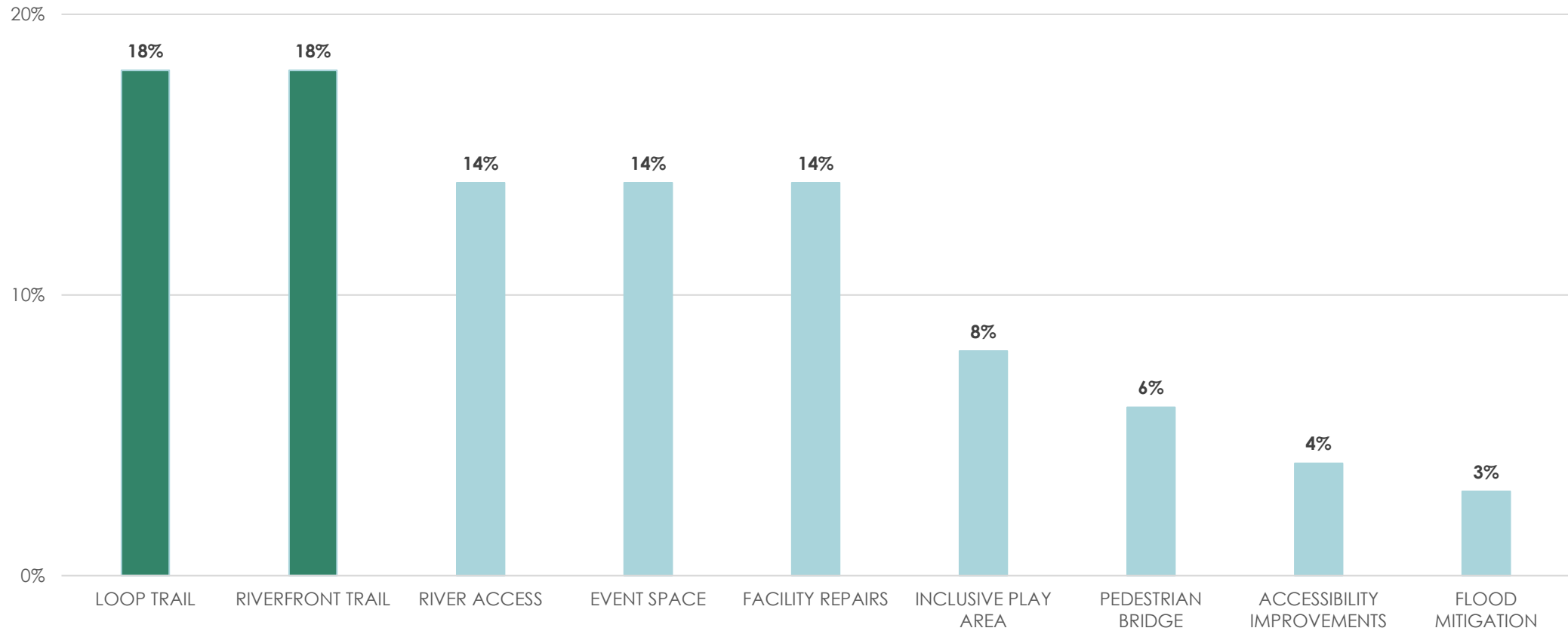
Choose up to three moderate cost (\$50,000-\$250,000) project types that you think should be the highest priority for McMinnville.

Responses=957



Choose up to two high cost (\$250,000-\$1,000,000) project types that you think should be the highest priority for McMinnville.

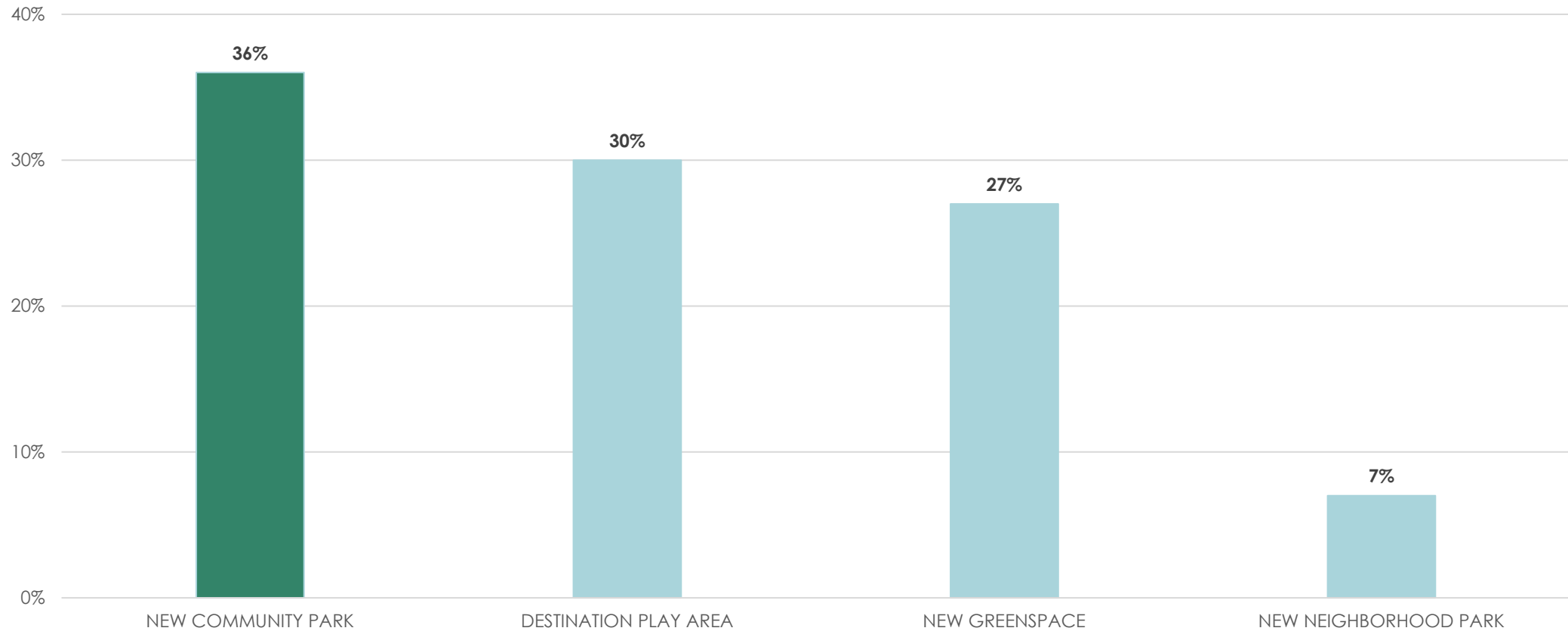
Responses=937





Choose one highest cost (greater than \$1,000,000) project type that you think should be the highest priority for McMinnville.

Responses=914



# 3. GEOGRAPHIC PRIORITIES

The survey then posed questions about prioritizing the key needs identified by the community for different parts of the city.



## Connections

Connections, such as trails or access improvements, were within the top two priority project types for all four geographic areas in McMinnville.



## Play and Gathering

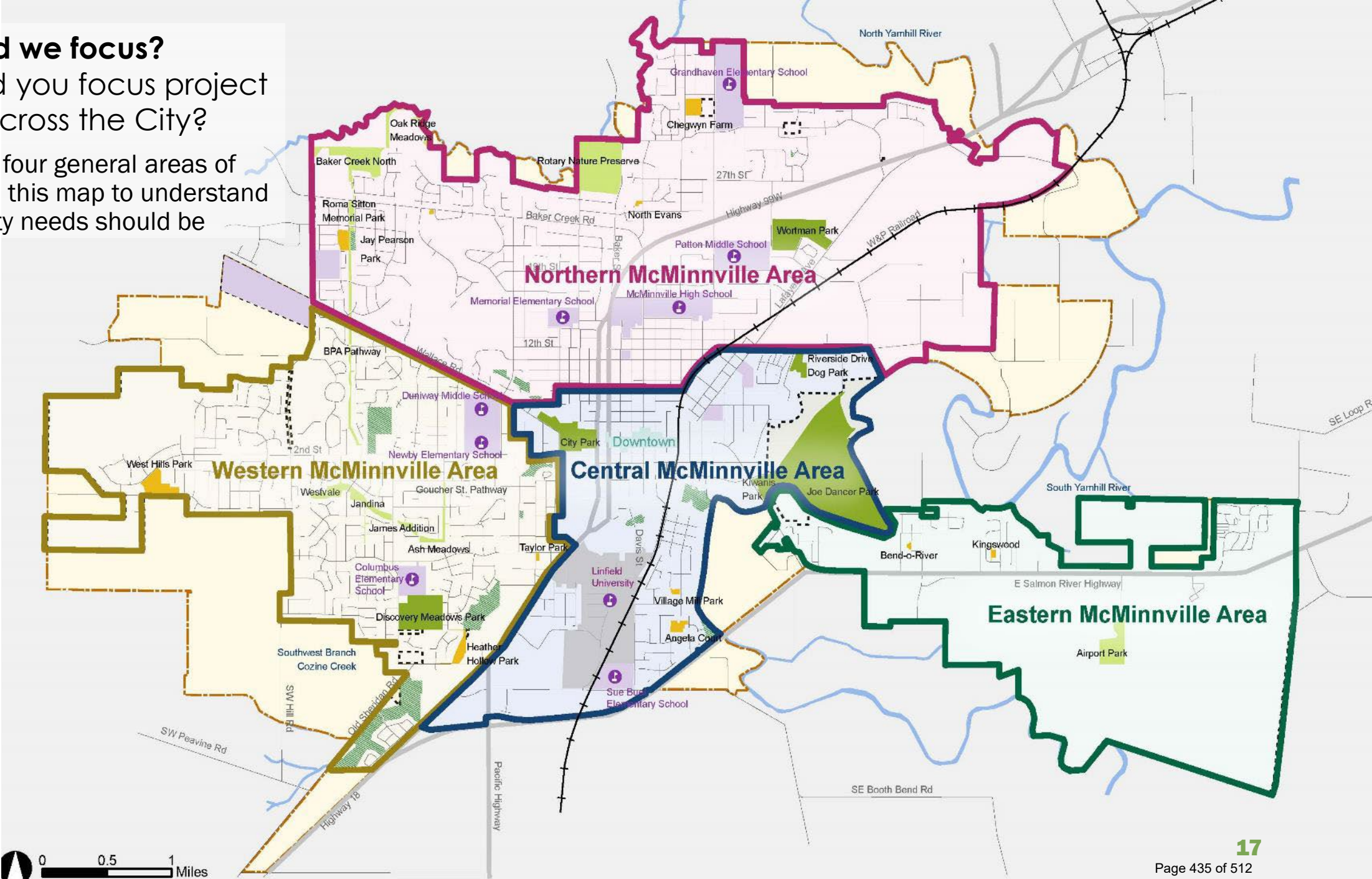
Play and Gathering, such as play areas, sports facilities, or community spaces, were also within the top two priority project types for all four geographic areas in McMinnville.

Geographic Location	Connections	Play and Gathering	Reinvestment	Nature
Central McMinnville Area	<b>X</b>	<b>X</b>	<b>X</b>	
Western McMinnville Area	<b>X</b>	<b>X</b>		
Northern McMinnville Area	<b>X</b>	<b>X</b>		
Eastern McMinnville Area	<b>X</b>	<b>X</b>		

# Where should we focus?

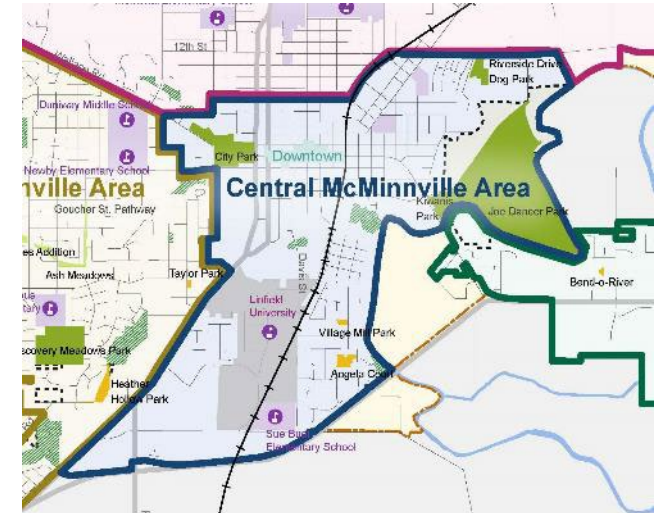
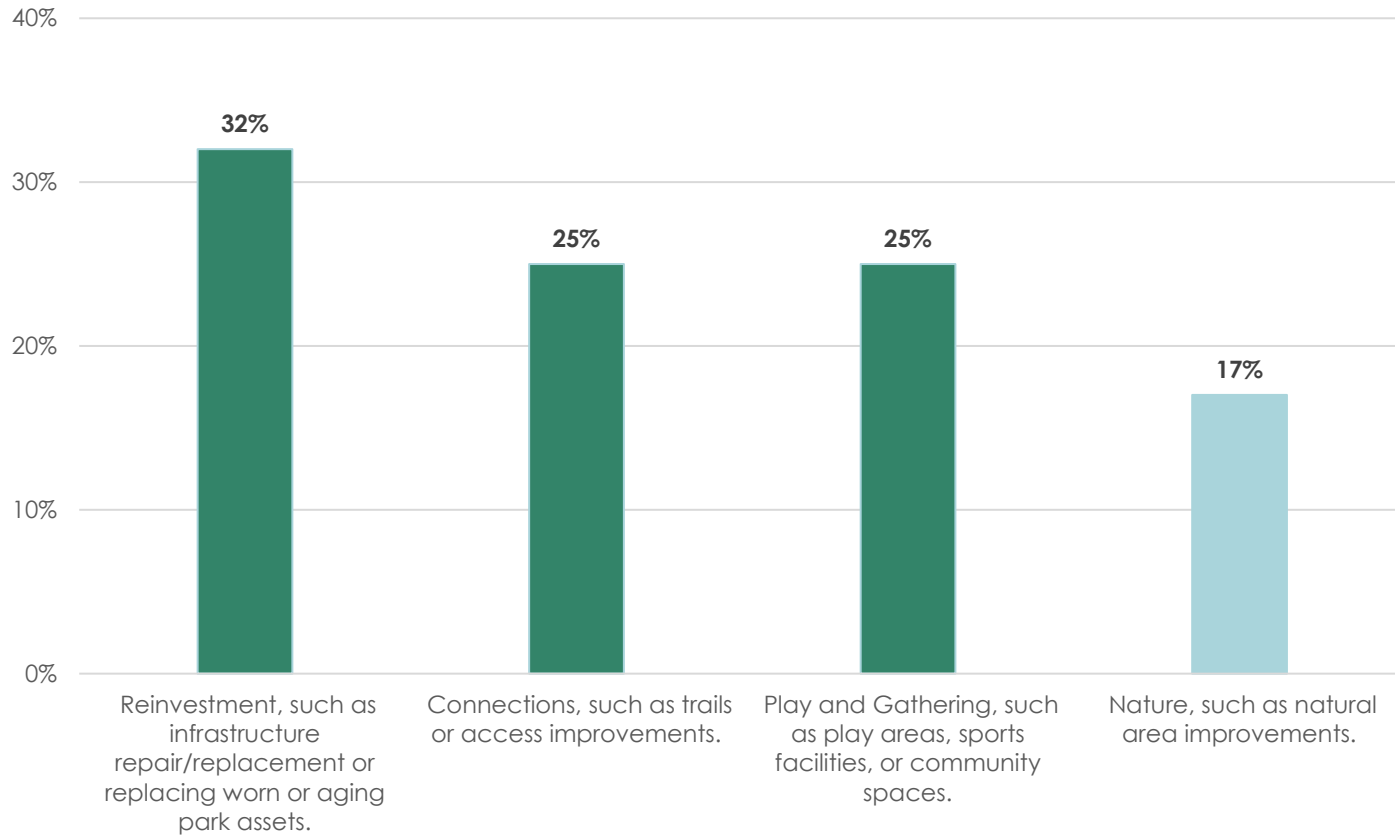
Where would you focus project categories across the City?

The survey used four general areas of the city shown in this map to understand where community needs should be prioritized.



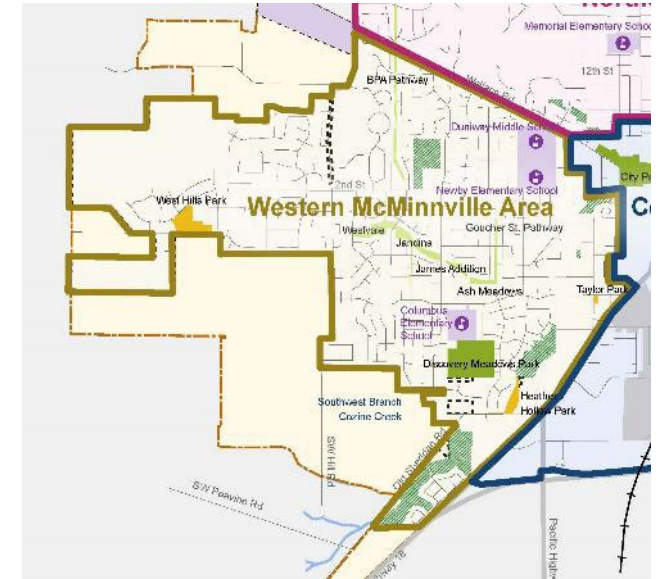
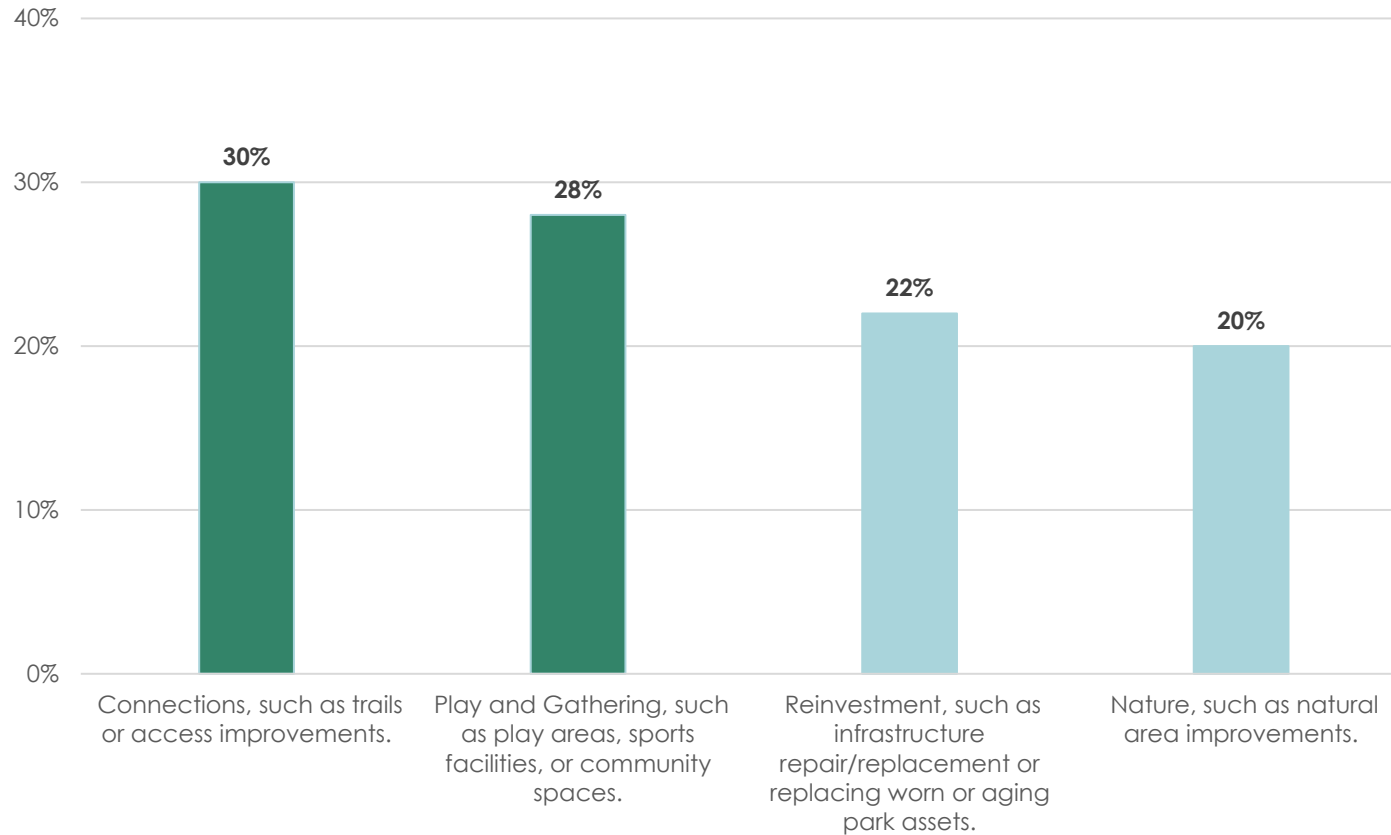
In the Central McMinnville Area, what two project types are the highest priority?

Responses=667



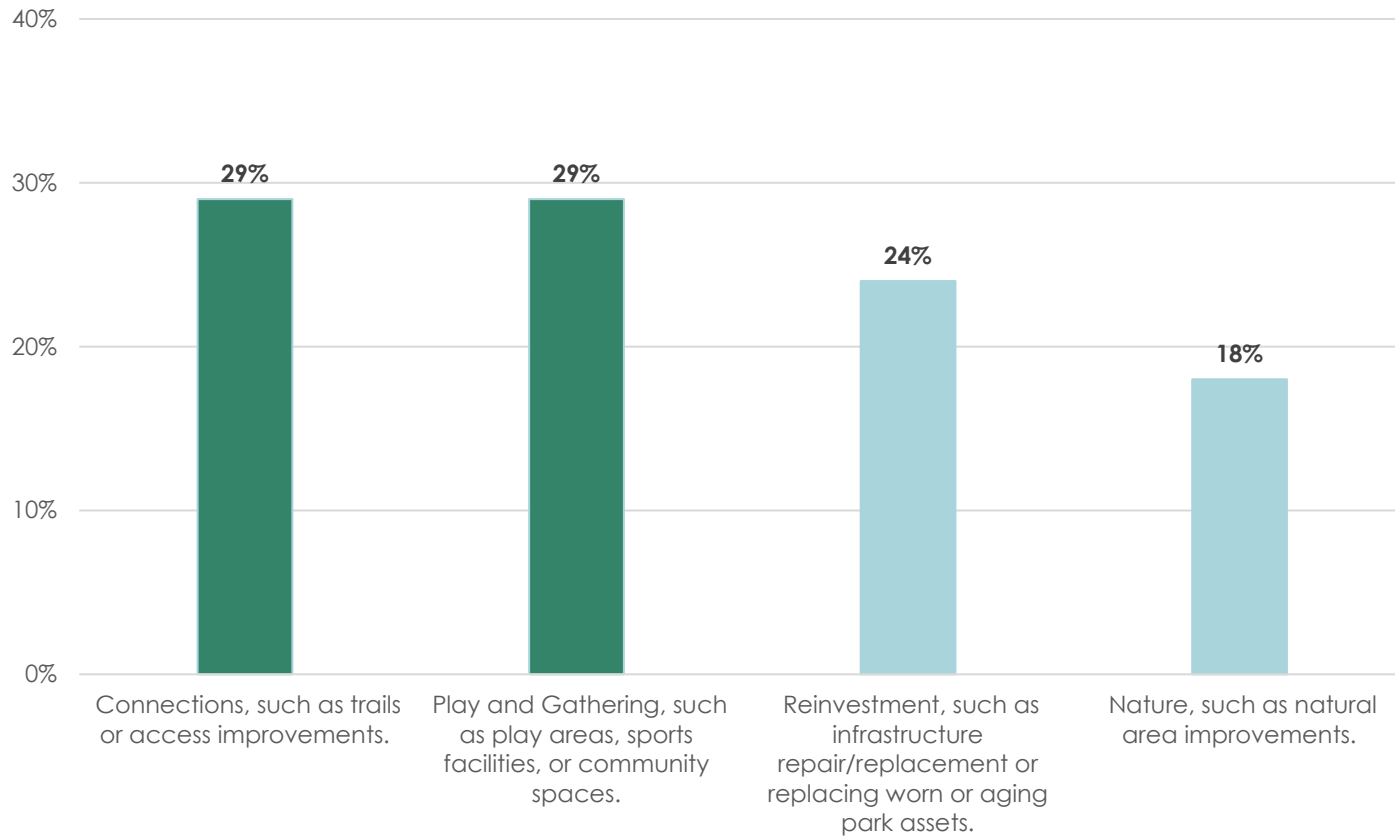
In the Western McMinnville Area, what two project types are the highest priority?

Responses=647



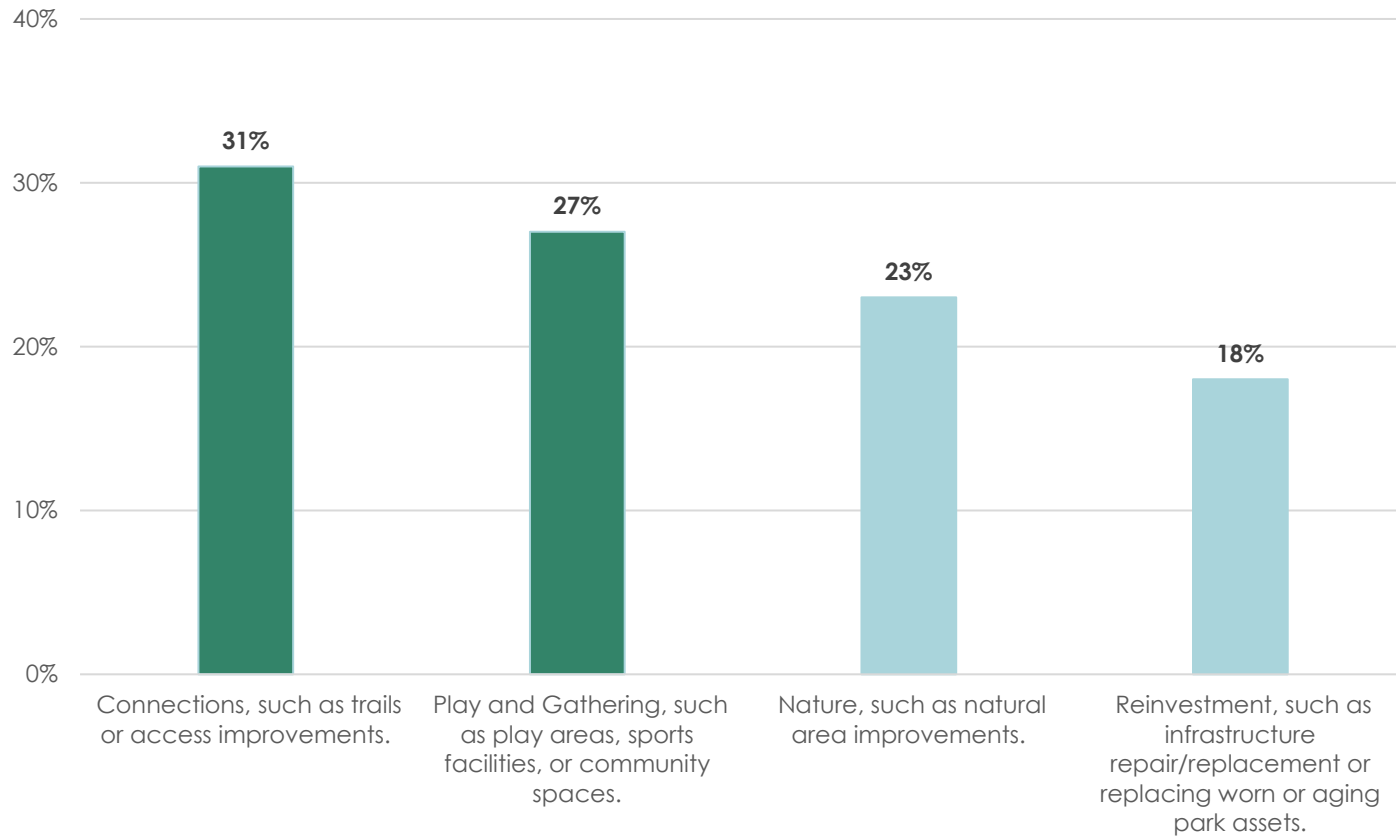
# In the Northern McMinnville Area, what two project types are the highest priority?

Responses=675



In the Eastern McMinnville Area, what two project types are the highest priority?

Responses=578



# 4. ADDITIONAL COMMENTS

The survey also allowed respondents to provide any additional comments or ideas through an open-ended question. The appendix provides all open-ended comments received from survey respondents.



Write-in comments  
from 293 respondents



## Park Safety and Cleanliness

Park safety and cleanliness (trash, drug paraphernalia, restrooms, etc.) is a top priority of write-in respondents.



## Accessible Trails and Safe Connections

Additional trails and connections that provide safe and accessible multi-modal access to parks, facilities, schools, and other key destinations is a top priority.



## Improve Existing Parks and Facilities

Prioritizing maintenance, improvements and additional amenities in existing parks prior to developing new parks and facilities is a top priority.





## Exhibit B

# PROPOSED COMPREHENSIVE PLAN AMENDMENTS VOLUME I – BACKGROUND INFORMATION

## PARKS AND RECREATION, OPEN SPACES, NATURAL AREAS, SCENIC AREAS

McMinnville is blessed with a large number of varied parks and recreation facilities, open spaces, natural areas, and scenic areas. The provision of these amenities is a product of both public and private agencies and groups, and the continued protection and provisions of these resources and facilities is of vital concern to the city. This section of Chapter VII inventories and identifies the aforementioned resources and facilities, examines concerns peculiar to each area, and assesses the adequacy of these resources and facilities when measured against established standards.

*The following section of Volume I of the McMinnville Comprehensive Plan and the 1999 Parks, Recreation and Open Space Master Plan will be replaced by the June 2024 Parks, Recreation and Open Space Plan.*

### PARKS AND RECREATION FACILITIES

~~McMinnville has an extensive parks system and an active recreational and leisure time program operated by the Parks and Recreation Department. The parklands range from the picnic and light recreational-type park (City Park and Wortman Park) to the recreational-oriented Riverside Drive Park, and also include neighborhood tot lots. Airport Park has been retained for the most part, in its natural state, but does have a system of trails that makes it a jogger's haven. The recently acquired Tice Property will if developed under the guidelines established in the park's master plan, become a natural refuge, unique to our urban area. It will allow the unobtrusive entrance of people into the natural beauty of a marshland habitat. This treasure, located within the city limits, will offer many opportunities for the education of both young and old to nature's wonders.~~

~~The existing recreational and leisure time programs, which utilize school district facilities, for the most part, are expected to add new dimensions and services with the advent of the new Community Center. This center will be the base for a multitude of youth, senior citizens, community, recreational, and leisure time activities.~~

~~The existing parks and recreation facilities within the community are identified in Figure VII-8, and the parks are mapped in Figure VII-9. The inventory of recreational facilities includes the school district grounds and facilities.~~

### PARKS AND RECREATION FACILITIES – ASSESSMENT

~~Various measures have been developed by agencies concerned with Parks and Recreation to determine the "adequacy" of lands and facilities. These measures are usually designed for larger cities; if used, they must be carefully applied since they do not account for many factors affecting local situations. They can, however, serve as a very general measure of the adequacy of our parklands and recreational facilities.~~

~~The Parks and Recreation Branch of the State Department of Transportation has provided us with guidelines (taken from the Statewide Comprehensive Outdoor Recreation Plan, 1977) for~~

assessing the adequacy of our parklands and recreational facilities. These guidelines set minimum local recreation standards (minimum acres for facilities per 1,000 people) for various types of facilities. Figure VII-10 contains the minimum standards for the types of facilities available in McMinnville and the number of acres and /or facilities the city currently has.

Examination of McMinnville's situation in relation to the state's standards shows that the city meets or exceeds most requirements. The only glaring deficiency is in the number of play lots (tot lots). This deficiency, however, must be qualified by two factors. First, land will be acquired through the subdivision ordinance for possible future development of tot lots. The amount of land acquired (one acre per 400 people) exceeds the requirement for tot lots of one acre per 5,000 people. The number of tot lots developed will depend on the size and location of the subdivision and the type of land acquired. Second, the development and maintenance of the tot lots involves a proportionately higher expenditure of money and manpower than larger parks. For this reason money, in lieu of land, will be taken from some subdivisions in order to fully develop the land which is acquired.

Figure VII-10

**MINIMUM LOCAL RECREATION STANDARDS**

Facility	Minimum Acres of Facilities per Thousand People	McMinnville: Minimum Requirements	McMinnville: Existing Facilities
Play Lot (Tot Lot)	1 lot per 800 people	13 lots	7 lots
Neighborhood Playgrounds	1 1/2 acres per 1,000 people 1 facility per 3,000 people	19.8 acres 4 facilities	19 acres (approximately) 5 (school playgrounds)
City Parks	1 facility per 20,000	1 facility	3 facilities (Airport Park, Tice Property, Riverside Drive Property)
Playfields	1 1/2 acres per 1,000 people	9.8 acres	30 acres (approximately) (Riverside Drive Property, Jr. & Sr. High Schools)
Baseball Softball	1 field per 6,000 people 1 field per 3,000 people	2 fields 4 fields	3 existing (1 proposed)
Swimming Pools			
Indoor Outdoor	1 pool per 10,000 people 1 pool per 40,000 people	1 --	1 pool 1 pool
Tennis Courts	1 court per 2,000 people	6 or 7	14 (2 private, 4 at Linfield)

SOURCE: Statewide Outdoor Comprehensive Plan, 1977, City of McMinnville Inventory.

Another important aspect of the criteria for evaluating the adequacy of our parks and recreational

facilities is the location of those facilities in relation to the existing residential neighborhoods. Most residential areas in the city are within one quarter to one half mile of a park or playground. The major parks are distributed throughout the developed portions of the city. The future siting of small parks and playgrounds (as well as some larger parks in larger subdivisions) will be assured through the subdivision ordinance. The location of parks in specific areas of the city will be more fully discussed in the next chapter of the report.

Future expansion of recreational programs will take place in the new Community Center. Recreational activities, which will take place, include general exercise classes, basketball, volleyball, racquetball, handball, table tennis, and jogging. Cultural and social leisure time activities will also be provided for all age groups within the community. The development of the Community Center should relieve some of the problems of scheduling caused by the limited facilities now available in the city and should allow for development of some new recreational programs.

Providing recreational opportunities to all segments of the population is an important element in Statewide Goal #8. The City Parks and Recreation Department currently provides several programs for handicapped children including Special Olympics and backpacking excursions. The new Community Center will provide additional leisure activities for the elderly and youthful segments of the community.

Assessment of the "adequacy" of existing facilities and programs and the "needs" in these areas for future populations is a difficult task. Statewide goals and guidelines suggest the use of the Statewide Comprehensive Outdoor Recreation Plan. Examination of this document (and the Outdoor Recreational Demands Bulletin) has not proven especially useful for the city since most data is collected on a county wide basis. In addition, the city provides more than its share of the facilities identified as highest priority within the county.

Based on the general guidelines contained in the Statewide Comprehensive Outdoor Recreation Plan, the city has an adequate amount of parkland. Geographically, the parks and playgrounds (including schools) are generally distributed throughout all sections of the city. By these guidelines, we have adequate recreational facilities—ballfields, swimming pools, tennis courts. The addition of the Community Center and the construction of new ballfields on Riverside Drive will add to our recreational opportunities. Private construction of a racket (tennis and racquetball) facility is expected, and Linfield College plans to build a new athletic complex.

Community Attitude Survey responses show that the improvement of existing parks and the development of small neighborhood parks are the highest priorities among citizens of McMinnville. A question concerning the perception of recreational facilities in the city found only 50 percent of the respondents stating that the existing facilities created a good impression.

These general guidelines and survey answers do not fully address the desires of the community and the needs of the population to the year 2000. The determination of future recreational facilities, the location of desirable parklands, and the creation of economically feasible methods to finance acquisition, development, and maintenance of those lands and facilities should be accomplished through development of a parks and recreation master plan

## SPECIAL AREAS

The comprehensive plan map adopted with this plan shall not designate future proposed parklands, but instead the plan text will identify site specific future park sites and identify methods

~~of acquiring or developing park sites. Existing parks, too, shall no longer be designated as such on the comprehensive plan map; protection of these areas will be insured, however, by public ownership.~~

~~The city feels that the determination of future parklands should be part of a parks master plan. Given the provisions of the subdivision ordinance, residential areas will contribute a great deal of land and/or money for development of future parks. This section of the report will identify and examine parks and open space possibilities within future residential growth area.~~

### Residential Areas:

~~The city has examined the topography and vegetation of residential growth areas north, west, and southwest of the city. Much of the land in these areas is flat and treeless in character. There are, however, some distinguishable areas that come to attention. Several potential parks and open spaces were studied and are identified below and mapped in Figure VII-11:~~

- ~~1. The Jandina development (Area 1) will include a linear park of approximately five acres. This park parallels a drainage swale running northwest to southwest through the parcel. Development plans for this parcel include construction of a bike and foot path along the length of the park that will be connected at several points with other bike/foot paths that run throughout the subdivision.~~

~~The drainage swale also runs through two parcels to the east of Jandina (A and B), continuing northeast to the Cozine. Goucher Street, which parallels the western boundary of Parcel B, is an unimproved street that has been retained as a public right-of-way. In addition, two proposed subdivisions (C) have ten-foot right-of-ways connecting public streets to Goucher Street. All the parcels mentioned here are within the city limits and will have urban services available in the near future.~~

~~The city will examine the following proposals as this area develops:~~

- ~~a. The city should acquire the land in and around the drainage swale and the grove of trees as part of the parkland requirements.~~
- ~~b. The city should study these possible developments for the area:
  - ~~(1). Extension of the bike/foot path from Jandina through Parcel B to Goucher Street. The path could be extended up Goucher Street to West Second.~~
  - ~~(2). Acquisition (through the subdivision ordinance) of additional land in the vicinity of the trees for development into a playground and picnic area. This additional land could be connected to the path system.~~~~

- ~~2. In the southwestern portion of the city (Area 2) stands another grove of trees (C) within a generally flat and treeless area. Southwest of this grove of trees lies a farm pond and additional trees, which abut Old Sheridan Road across, form the Grange. The area in which this proposal is located is currently outside the city limits, but is in the urban growth boundary.~~

~~The city will examine the following proposals as this area develops:~~

- ~~a. The city should acquire the large grove of trees (Parcel A) as part of the parkland requirements. This grove is mostly located in one parcel and will probably exceed the requirements of the subdivision ordinance for parks. Decisions will have to be made~~

~~whether or not to purchase the whole grove with additional city monies or accept only a portion of the grove.~~

~~b. The city should study these possible developments for the area:~~

- ~~(1). Utilize the farm pond for recreational type uses.~~
- ~~(2). Construct a hiking path from the trees to Old Sheridan Road.~~
- ~~(3). Establish a picnic area near the grove of trees.~~

~~3. An imaginary extension of Wallace Road from its present terminus northwest of Hill Road traces the path of a man-made millrace that once played an important part in McMinnville's early history. The millrace is bordered on both sides by rows of trees along its entire course that offer relief to the generally flat and treeless terrain in this area.~~

~~Approximately one-half mile north of the terminus of Wallace Road lies a large grove of trees (approximately two to three acres) adjacent to the millrace (D). North of this grove is a corridor of trees which connects the first stand of trees (D) to a larger stand of trees (E) owned by Michelbook Country Club. These stands of trees, again, are some of the few trees within these future residential growth areas.~~

~~The potential exists in this area to develop a bike/foot path system along the millrace that could ultimately stretch from Hill Road to City Park and the downtown core. Preservation of these stands of trees would offer open space and park potential. However, certain problems would be encountered:~~

- ~~• The middle of the millrace is the property line dividing all adjacent parcels. Wallace Road is planned for extension to Hill Road as a collector. Locating Wallace Road to the north or south of the millrace will place the financial burden for this road on a smaller number of landowners, which has created problems in the past~~
- ~~• Access points to Wallace Road would be necessary for all parcels adjacent to the millrace. This will reduce the continuity of the tree-lined concourse as well as adversely affect the bike/foot path.~~
- ~~• The grove of trees in Parcel A would probably exceed the park requirements for any subdivision in this area. Extra money from the city would be needed. However, this problem could be overcome by two methods. First, money acquired through the subdivision ordinance from surrounding areas could possibly be used. Second, the parcel could be developed as a planned development allowing the construction of the desired density for the area, while preserving the trees.~~

~~With these factors in mind, the city will examine this area as follows:~~

- ~~a. The city should acquire the stands of trees adjacent to the millrace for future open space and park development.~~
- ~~b. The city should study the feasibility of preserving and eventually developing the millrace. The implications of this proposal—engineering, financial, etc. should be weighed against any derived benefits.~~

~~4. In connection with the millrace proposal, the city notes that a sixty-foot Bonneville Power Administration transmission line right-of-way runs parallel to Hill Road from Baker Creek Road~~

~~past the millrace to West Second. This area affords possibilities of a bike/foot path running from Baker Creek to the city center. Parcels E, G, and H are owned by one developer who has favorably viewed this concept as part of a planned development for the area.~~

~~Wooded areas in Parcel H could also be developed as parks and/or playgrounds. Some problems do exist with the parcel, including future opposition and complaints from adjacent homeowners. However, the city recommends further study of the proposal.~~

~~The four proposals identified above suggested possible parkland developments that could be accomplished through use of the subdivision ordinance. The proposals were chosen because of their unique features which contrast to the general flatness and treelessness of the area. Other recreational activities for the area, such as ballfields, large picnic areas, etc. have not been overlooked—the Quarry Park will serve the area as well as the Tall Oaks School ballfields and play areas. In addition, the parks proposed would not fill the land requirements of the subdivision ordinance for the whole area. Since the parcels in this area are fairly large, additional major parks (two and five acres) could be acquired and developed or series of open spaces may be preserved. As a final possibility, money could be required, in lieu of land, to improve and maintain the proposed developments. The final decision on these matters should be accomplished through a citywide master plan.~~

### Three Mile Lane and West Hills Areas

~~Three Mile Lane and the areas within the city limits west of Hill Road require special attention because of their future development patterns.~~

~~If the current trends continue, development along the north side of Three Mile Lane will occur at an R-1 density under the provisions of the planned development ordinance. If this is the case, the following factors must be considered:~~

- ~~1. The area is relatively isolated from other sections of the city (geographically by location and physically by man-made barriers) preventing the use of pedestrian transport means to reach other city parks.~~
- ~~2. No major city parks, except the Airport Park, are located in the vicinity of Three Mile Lane. Airport Park is effectively isolated by the highway.~~

~~For these reasons, the city will examine the following proposal:~~

- ~~1. All subdivisions developing on Three Mile Lane must provide land for parks except under the condition described below:~~

~~An adequate amount of parkland and equipment is available and reachable by safe and convenient pedestrian access within a short (one-half mile more or less) distance.~~

~~The West Hills area of the city offers one of the most distinctive scenic features along our boundaries. The development pattern for this area is under careful study at this time. When the development pattern is decided, the preservation of the scenic values of this area could be enhanced through the designation of a planned development overlay on this land. The planned development overlay for the West Hills should include a provision to place emphasis on the preservation of aesthetic and scenic values for these areas.~~

The city therefore recommends that:

A planned development overlay should be placed on areas within the urban growth boundary west of Hill Road. Emphasis should be placed on preservation of scenic values in the development of these areas.

### Cozine and Baker Creeks and the Yamhill River

Under the provisions of the subdivision ordinance, lands within the recognized floodplain of waterways in the city cannot be developed for most uses. In and around McMinnville, this requirement provides a great deal of open space and natural areas which can be preserved.

Ownership of the land within the floodplains remains in the hands of private individuals. Efforts have been made in the past to acquire some of this land (the Cozine Greenway Project) but have met with stiff opposition from land owners who fear (and many times rightly so) vandalism and encroachment on the privacy of themselves and their property.

The city has been able to acquire some portions of the Cozine Creek floodplain. Development plans for this area have not been made. A major reason nothing has been done is that there is a difference in opinions about what type of development, if any, should take place within floodplain areas. Our community attitude survey showed that an equal percentage of people wanted to: (1) leave the floodplain in its natural state, (2) allow minimal development (trails), and (3) allow more intense development (trails, picnic areas, etc.).

The city is continuing to acquire floodplain areas as part of the park requirements of the subdivision ordinance. Most of these floodplain areas (Shadowood and Crestwood Subdivisions along Wallace Road) are natural areas.

The city will examine the following in relation to waterway floodplains:

The city should continue to acquire floodplain lands, through the provisions of the subdivision ordinance and other available means, for future uses as natural areas, open spaces, and/or parks.

### FINANCES

Parks and Recreation funding comes through three basic sources: charges for services; government grants; and levied taxes. Grants fluctuate from year to year as different projects are undertaken. Levied taxes generally account for 45 to 55 percent of funds. Expenditures for personal services and park maintenance generally account for the bulk of the funds used.

Money acquired from the provisions of the subdivision ordinance is put into an escrow account and must be spent to benefit the specific area from which the money is received.

The future availability of funds may be greatly affected by property tax reform measures currently being developed by the state legislature. Cutbacks in services and improvements may be made as well as an increase in charges and fees.

### Coordination and Compliance

The city will stress the need for greater cooperation and coordination of plans and programs between the city and the school district. This concept could be increased to include greater cooperation between the city and all groups involved in recreation and leisure activities. Parks



~~Director Galen McBee states that it is his wish to see the city and various recreational groups complement, rather than compete with, each other with a variety of recreational facilities and programs. This coordination could be furthered through a parks and recreation master planning process.~~

~~The school district, especially, must closely coordinate its plans and programs with the city. These two agencies (city, school district) supply most of the recreational facilities and programs to the community. Close examination should be given to ways to share expenses, areas (City Park adjacent to school playground), and facilities.~~

~~This element of coordination should go far beyond the exchange of ideas and information. The idea of coordinating activities, facilities, and land acquisitions should be a primary consideration for a parks master plan.~~

### OPEN SPACES AND NATURAL AREAS

~~Parks and recreation lands and facilities, as we have been examining them, can be defined as those areas which serve specific purposes for the community—either as recreational/athletic centers or as natural area preserves. In addition to these specific purpose areas, great value is placed on the retention of visually and aesthetically pleasing environments—open areas. These open spaces offer variety to the developed landscape of an urbanizing city and enhance the livability of a community. Open spaces differ from parks primarily in that they encompass cultivated fields and land not necessarily suited for parks—generally those areas which are not developed for urban uses.~~

~~The open spaces within and around the McMinnville urban area are primarily agricultural lands. The notable exceptions to these agricultural open spaces are:~~

- ~~1. The areas within the floodplain of Cozine and Baker Creeks and the Yamhill River.~~
- ~~2. The areas incorporated into the Michelbook Golf and Country Club.~~
- ~~3. The grounds of Linfield College.~~

~~The transition from urbanizable to urban uses within our established urban growth boundary will diminish the amount of agricultural open space within the city. Some future open spaces will be preserved through the following methods:~~

- ~~1. The parkland section of the subdivision ordinance. Land will be acquired through the subdivision ordinance for both parks and recreation purposes and as open spaces.~~
- ~~2. The floodplain zone. Urban development (residential, commercial, and industrial uses) cannot occur within a floodplain zone.~~
- ~~3. City land acquisitions. The city, through the Parks and Recreation Department, will continue to acquire park and open space lands when and where feasible. Continued public input into this land acquisition process will occur.~~

~~Recent legislation, both federal and state, has created new opportunities for the preservation of open spaces. Two of the most important pieces of legislation are the state and federal open space land programs. These programs are administered by the Oregon Department of Revenue on the state level and the Community Resources Development Administration of the Department~~

~~of Housing and Urban Development on the federal level.~~

~~The federal open space lands provides 50 percent of the funds for acquisition and development of open space and parklands. The Oregon Open Space Lands Program (ORS 308.240) utilizes reduced tax assessments for lands which are deemed desirable as open space. It is up to local governments to weigh the benefits of an application for open space designation against the potential loss in revenue. The lands considered worthy of open space designation include those which:~~

- ~~1. Conserve or enhance natural or scenic resources;~~
- ~~2. Protect air or streams or water supplies;~~
- ~~3. Promote conservation of soils, wetlands, beaches, or tidal marshes;~~
- ~~4. Conserve landscaped areas, such as public or private golf courses, which enhance the value of abutting or neighboring property;~~
- ~~5. Enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations, sanctuaries, or other open spaces;~~
- ~~6. Enhance recreation opportunities;~~
- ~~7. Preserve historic sites;~~
- ~~8. Promote orderly urban or suburban development; or~~
- ~~9. Affect any other factors relevant to the general welfare or preserving the current use of the property.~~

~~In 1976, approximately 5,000 acres were part of this program in Oregon.~~

~~There are currently no natural acres of statewide or national significance in McMinnville. No resources identified by the Nature Conservancy, federal or state agencies are located within the McMinnville Urban Growth Boundary.~~

~~The city does, in the Tice Property, have a local, unique natural area which shall be developed in a manner to permit use for study and leisure, but which will not substantially affect its natural state.~~

## ~~RECREATION TRAILS~~

~~Oregon has begun development of a statewide system of trails for hiking, bicycling, walking, and horseback riding. Under the Oregon Recreation Trails System Act, high priority is given to developing trails in or near cities.~~

~~McMinnville currently has no trails recognized under the Trails Act and is not included in the proposed Statewide Trails System. Attempts have been made to acquire access and/or land within the Cozine floodplain for development of a path and trail system. However, opposition from adjacent landowners prevented realization of this project. Development of hiking trails may occur in the future as monies and lands become available. Bike paths are currently being examined; limited funds will be available through gas tax revenues.~~

Based on the information contained herein on parks and recreation facilities, open spaces, natural areas, scenic areas and recreational trails, the city finds that:

- ~~1. The City of McMinnville has, in aggregate, an adequate amount of parkland to serve the needs of its present population. Additional parkland will need to be acquired as the city grows.~~
- ~~2. Responses to the Citizens' Advisory Committee Survey showed that area residents have three major concerns: improving existing parks; developing small neighborhood parks; and acquiring land along Cozine Creek.~~
- ~~3. The City of McMinnville and McMinnville School District 40J provide most of the parks and recreation facilities and programs for area residents.~~
- ~~4. The City and School District 40J currently share use of some facilities. Expansion of the City-School District cooperative efforts into areas of joint acquisition, development, and maintenance of school/parks should be examined.~~
- ~~5. The city has provisions for the acquisition of parkland, or money in lieu of land, with each new residential development.~~
- ~~6. Local parks (tot lots) serve a beneficial purpose for neighborhoods; improvements and maintenance costs, however, can be expensive and must be considered.~~
- ~~7. The city has no natural areas identified in the inventory of federal, state, and interagency programs conducted by the Nature Conservancy for the Parks and Recreation Branch of the Department of Transportation.~~
- ~~8. The city currently has no trails in existence or planned as part of the Oregon Recreational Trails System. Examination of the Cozine Creek floodplain for trails will be undertaken as the city acquires more of this floodplain area.~~
- ~~9. A master plan for the total parks and recreation system has not been developed. Plans for specific parks—Tice and Quarry—will be developed.~~
- ~~10. Funding for parks and recreation programs and projects comes from three main sources: levied taxes, government grants, and charges for service.~~
- ~~11. Expenditures for personnel services (salaries, etc.) and materials and supplies generally account for the largest portion of funds spent on Parks and Recreation.~~
- ~~12. The availability of future funds for parks and recreation purposes may be greatly affected by property tax reform measures.~~
- ~~13. Open spaces within and around the McMinnville area consist primarily of agricultural lands with the notable exceptions of the floodplains of Cozine Creek and the Yamhill River, and the ground of Linfield College and Michelbook Golf and Country Club. Preservation of these areas is desirable.~~
- ~~14. Adequate recreational facilities are available in McMinnville by the standards of the Statewide Comprehensive Outdoor Recreation Plan.~~

- ~~15. The Three Mile Lane area is relatively isolated from other sections of the city (geographically by location, physically by man-made barriers) preventing the use of pedestrian transport to reach other city parks. No major parks, except Airport Park, are located in this area. Airport Park is effectively isolated by the highway.~~
- ~~16. The West Hills area offers a distinctive scenic feature to the McMinnville area. Emphasis should be placed on the preservation of the scenic values of this area as development occurs.~~
- ~~17. The development of lands at the entrances to the city is an important factor in the appearance and livability of the community. Retention of the natural features and scenic values of the entrances to McMinnville is desirable.~~
- ~~18. Several specific locations in residential areas in western McMinnville have been identified and mapped for the plan. Proposed actions by the city will be examined prior to or concurrent with development of these areas.~~

## Exhibit C

# PROPOSED COMPREHENSIVE PLAN AMENDMENTS VOLUME II – GOALS AND POLICIES

The following amendments are proposed to the McMinnville Comprehensive Plan Policies, as contained in Volume II. New text is **red font**. Text to be deleted is indicated with a strike through font.

Volume II, Goals and Policies, contains the goal, policy, and proposal statements which shall be applied to all land use decisions. Goal, policy, and proposal statements each have different purposes: goal statements are the most general principles; policy statements are directed to specific areas to further define the goal statements; and proposals are possible courses of action open to the City which shall be examined to further implement the goal and policy requirements. Each of these statement types is further defined below:

**GOALS:** are the broadly-based statements intended to set forth the general principles on which all future land use decisions will be made. Goals carry the full force of the authority of the City of McMinnville and are therefore mandated.

**POLICIES:** are the more precise and limited statements intended to further define the goals. These statements also carry the full force of the authority of the City of McMinnville and are therefore mandated.

**PROPOSALS:** are the possible courses of action available to the City to implement the goals and policies. These proposals are not mandated; however, examination of the proposals shall be undertaken in relation to all applicable land use requests.

These recommended amendments include goals, policies and proposals in order to implement the June 2024 Parks, Recreation and Open Space Plan.

## CHAPTER VII – COMMUNITY FACILITIES

### *PARKS AND RECREATION*

**GOAL VII 3: TO PROVIDE PARKS AND RECREATION FACILITIES, OPEN SPACES, AND SCENIC ~~NATURAL AREAS FOR THE USE AND ENJOYMENT OF~~ TO PROVIDE MULTIPLE BENEFITS FOR ALL CITIZENS OF THE COMMUNITY AND THE ENVIRONMENT.**

#### *Policies:*

159.00 *The City of McMinnville's Parks, Recreation, and Open Space ~~Master Plan~~ shall serve to identify future **public parkland** needs of the community, ~~available resources, funding alternatives, and priority projects.~~ (Ord. 4796, October 14, 2003)*

160.00 *The City of McMinnville shall encourage the improvement of existing parks and recreation facilities as a priority consideration, **particularly in public parks with***

*limited, unsafe, inaccessible, and/or aging park facilities.*

- 161.00 The City of McMinnville shall encourage cooperation between public and private recreation agencies and groups *(including higher education providers and downtown/economic development associations)* to provide a full complement of recreational and leisure time activities, ~~to share existing facilities, and to discourage duplication of expenditures and programs.~~
- 162.00 The City of McMinnville and School District 40 shall endeavor to jointly cooperate in the acquisition, development, and maintenance of combined park and school sites wherever desired, feasible, and mutually agreeable to both parties.
- 163.00 The City of McMinnville shall continue to require land ~~or money in lieu of land,~~ from new residential developments for the acquisition and/or development of parklands, natural areas, and open spaces *as identified in the Parks, Recreation and Open Space Plan except when an existing public park is available and reachable by safe (defined as meeting city standards for pedestrian sidewalks and paths) and convenient pedestrian access (half-mile walk) and continue to ensure the checks and balances of operating costs are met, prior to accepting land. Where no land is dedicated, money in lieu of land shall be required.*
- 163.05 *Parks (private and public) in flood zones shall be managed and designed to work with natural systems maximizing mitigation potential and designed to adapt to changes in the natural systems.* ~~The City of McMinnville shall locate future community and neighborhood parks above the boundary of the 100-year floodplain. Linear parks, greenways, open space, trails, and special use parks are appropriate recreational uses of floodplain land to connect community and other park types to each other, to neighborhoods, and services, provided that the design and location of such uses can occur with minimum impacts on such environmentally sensitive lands. (Ord. 4840, January 11, 2006)~~
- 164.00 The City of McMinnville shall continue to *protect* ~~acquire~~ floodplain lands through the provisions of Chapter 17.53 (Land Division Standards) of the zoning ordinance and other available means, for future use as natural areas *and* open spaces, ~~and/or parks.~~
- ~~165.00 The City of McMinnville shall acquire park sites in advance of needs; however, purchase of lands should be closely examined in the light of current costs of land, park maintenance, personnel services, and the existing parks development priorities.~~
- 166.00 The City of McMinnville shall recognize open space and natural areas, in addition to developed park sites, as necessary elements of the urban area.
- 167.00 The City of McMinnville shall encourage the retention of open space and scenic areas throughout the community, especially at the entrances to the City.

- 168.00 Distinctive natural features and areas shall be *protected, retained,* wherever possible, in future ~~urban~~ *park and open space* developments. *Habitat and natural resources should be preserved and incorporated into park design including appropriate public access, transition zones, educational programming, and interpretive signage.*
- 169.00 Drainage ways in the City shall be preserved, where possible, for natural areas and open spaces and to provide natural storm run-offs.
- ~~170.00 The City of McMinnville shall require the provision of lands for parks from all subdivisions on Three Mile Lane, except when an existing park is available and reachable by safe and convenient pedestrian access. Where no land is dedicated, money in lieu of land shall be required.~~
- 170.05 For purposes of projecting future *public* park and open space needs, the standards as contained in the adopted McMinnville Parks, Recreation, and Open Space ~~Master Plan~~ shall be used. (Ord. 4796, October 14, 2003)
- 170.06 The City shall encourage the siting of parks and public spaces in or adjacent to neighborhood activity centers. (Ord. 5098, December 8, 2020)
- 170.07 The City of McMinnville shall strive to provide access to public and private green space and natural areas within a ½ mile radius of most residents.*
- 170.08 The City of McMinnville shall prioritize safe and accessible routes to public parks through interdepartmental coordination and the implementation of crossings, sidewalks, bike infrastructure, and signage within ½ mile of parks and to access facilities within parks.*
- 170.09 The City of McMinnville shall identify barriers to safe and convenient park access for pedestrians and bicyclists as busy streets, railways, topography, and waterways that do not have controlled crossings, when reviewing accessibility and proximity standards.*
- 170.10 The City of McMinnville shall promote safety and security for all users of publicly owned and maintained parks and facilities through a range of design and management strategies.*
- 170.11 The City of McMinnville shall provide adequate maintenance and operations of public parks and recreation facilities by following best practices in maintenance, sustainability, and conservation.*
- 170.12 The City of McMinnville shall support community cohesion through provision of public parks and recreation facilities that enable social gathering and interaction between residents.*

- 170.13 *The City of McMinnville should plan for the location of parks in the proximity of under-represented, under-served neighborhoods and/or high-density developments.*
- 170.14 *The City of McMinnville shall require green space easements (for trails and natural areas) adjacent to riparian corridors, wetlands, or high-value natural resource areas as part of the development project. for all new developments that include or are adjacent to riparian corridors, wetlands, or high-value natural resource areas.*
- 170.15 *For properties annexing into the City, the City of McMinnville shall ensure that they include adequate land for parks and green space to serve the new development that will occur after annexation. The parks and green spaces may be either public or private. In addition, the City of McMinnville shall seek opportunities to acquire and/or preserve areas with environmental, cultural, and historical significance.*
- 170.16 *The City of McMinnville shall protect sensitive lands by requiring adequate development buffers and setbacks, as well as development overlays that promote conservation of natural resources and identify natural hazards, soil conditions, vegetation and tree canopy, cultural and historical resources, wetlands and steep slopes.*
- 170.17 *The City shall strive to preserve and protect scenic views including ridgelines and hills.*
- 170.18 *Notwithstanding the identification of land in the PROS Plan as appropriate for acquisition by the City as publicly owned parkland, the Parks and Recreation Director has the authority to not acquire such land if the acquisition of such land will not meet the needs and interests of the City, based on the analysis of the standards and analysis of the PROS Plan.*

Proposals:

- 28.00 The City of McMinnville should evaluate whether or not to update its parks master plan every five years, and following any major UGB amendment. (Ord. 5098, December 8, 2020; Ord. 4796, October 14, 2003)
- 29.00 The City of McMinnville should explore and implement area planning in areas of the UGB that are not already planned to identify future park and trail sites consistent with the levels of service, maintenance standards and other elements in the Parks, Recreation and Open Space Plan. ~~should continue to monitor the location and size of lands acquired through the parkland (subdivision) ordinance.~~



~~Methods of developing and maintaining the smaller parks in a manner less expensive to the City should be encouraged and explored.~~

30.00 Deleted as per Ord. 4796, October 14, 2003.



**McMinnville Growth Management and  
Urbanization Plan, 2003 – 2023**

City of McMinnville  
**FRAMEWORK PLAN AND  
AREA PLANNING**  
Appendix G  
December, 2020  
Amended \_\_\_\_\_, 2025

# INTRODUCTION:

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**Note: This Framework Plan was amended by Ordinance No. \_\_\_\_\_ on \_\_\_\_\_, 2025 to support the June 2024 Parks, Recreation and Open Space Plan (PROS Plan). This amendment reduced the overall needed park land in the UGB expansion areas from 254 acres to 127 acres. All amendments are represented by strike through font for deletions and red font for new additions.**

The McMinnville Growth Management and Urbanization Plan (MGMUP) includes areas where the UGB will be expanded to accommodate future growth of the City of McMinnville. Over time, all land in the UGB is expected to be developed for urban uses or for amenities like schools, parks, and public facilities that serve urban uses. In order to allow for the transition from rural to urban land uses in a manner that is consistent with the MGMUP, and more specifically, with the City's overall land supply needs identified in Appendix B of the MGMUP **and the PROS Plan, June 2024**, the City will implement a three-step planning process for those lands that are included in the UGB expansion areas.

This implementation and planning process includes the following steps, listed in the order in which they must be completed:

- Framework Plan
- Area Plan
- Master Plan

The order in which the planning process occurs is critical, because each step in the process builds upon the previous step and provides guidance for the future step. The ultimate result of the implementation and planning process is the development of the UGB in a manner that is consistent with the MGMUP and consistent with the land development and urban design concepts that the McMinnville community has embraced. The planning process will also provide future opportunities for the City to demonstrate how it will achieve the overall need for the variety of housing types and land uses as described in Appendix B of the MGMUP **and the PROS Plan Update, June 2024**.

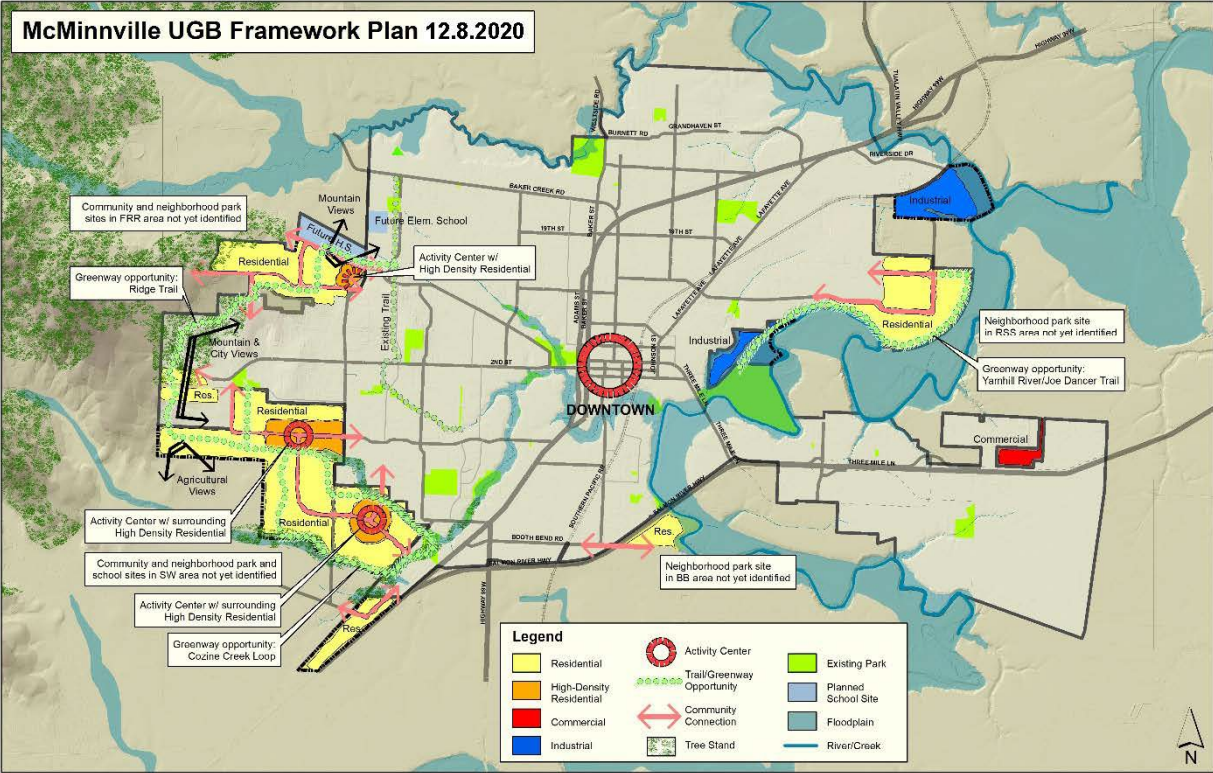
The purpose of Appendix G is to further describe the Framework Plan and Area Planning processes, and how those will be used to apply the land needs identified in the MGMUP to the UGB expansion areas. Appendix G includes a description and summary of the MGMUP Framework Plan. Appendix G also includes a description and summary of the Area Planning and Master Planning processes. Finally, Appendix G includes guidance for the City to consider when initiating and completing Area Plans for the UGB expansion areas. This guidance is based on the identified land use needs in Appendix B of the MGMUP **and the PROS Plan, June 2024**. The guidance is intended to be conceptual and further refined through the Area and Master Planning process. However, guidance is provided for how identified land needs may be distributed between and within UGB expansion areas to fulfill those identified land needs in Appendix B of the MGMUP **and the PROS Plan, June 2024**.

Potential opportunities for land uses are also identified in this guidance for further consideration during the Area Planning process.

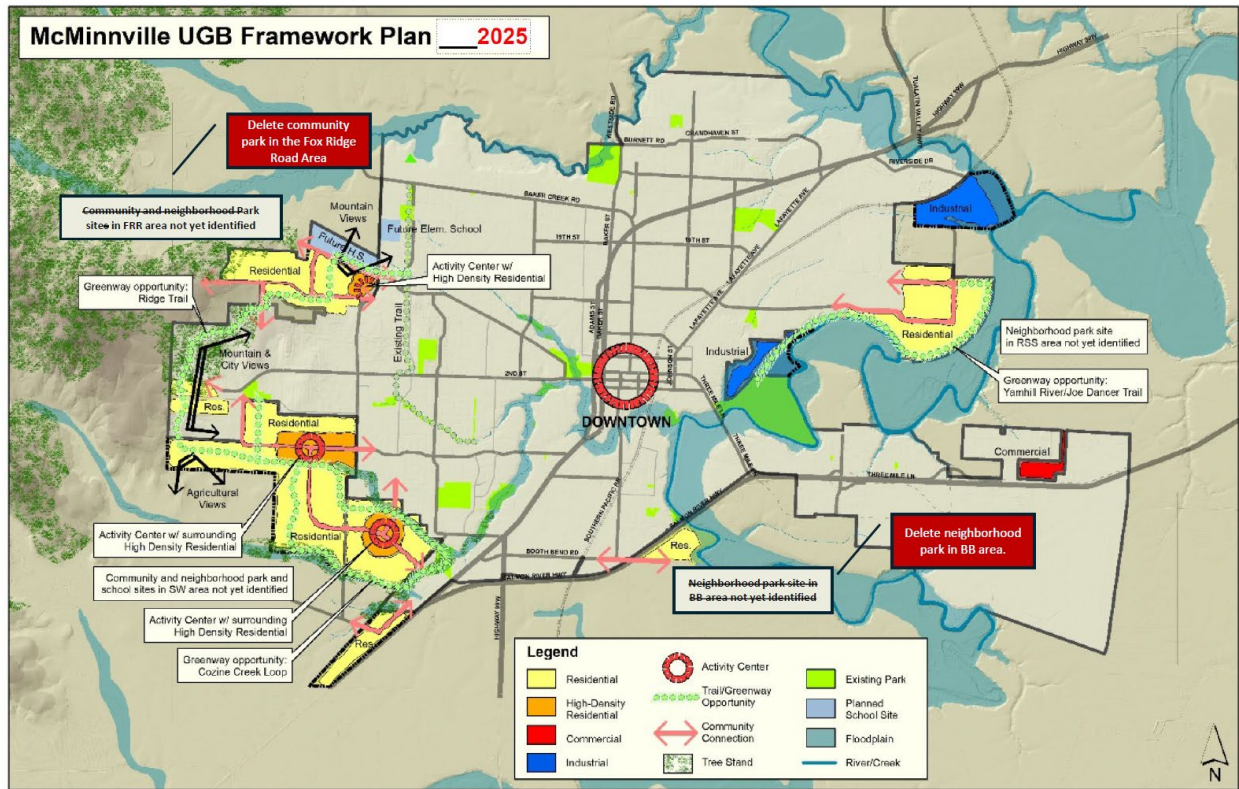
# Framework Plan

The McMinnville Framework Plan identifies a general urban land use concept for lands that are included in the UGB expansion areas. The Framework Plan also identifies potential opportunity areas where certain land uses or urban forms may be desirable or feasible based on land characteristics and the existing built environment. Different types of land uses are shown in the Framework Plan in amounts that are roughly proportional to the acreage needed for these uses in the MGMUP (Appendix B) and the PROS Plan, June 2024. In addition, the Framework Plan identifies potential locations for major street corridors, neighborhood commercial nodes, and other land uses identified as needed in the MGMUP in a way that achieves a well-balanced land use distribution and development pattern. However, the potential locations shown in the Framework Plan are not binding. Further Area Planning and Master Planning will more specifically identify the locations and sizes of particular land needs after further consideration of an area's characteristics and relationship to surrounding urban uses (whether existing or planned in other UGB expansion areas).

Figure 1 – MGMUP Framework Plan



**(2025 Amendments replaces Figure 1 with Map Below)**

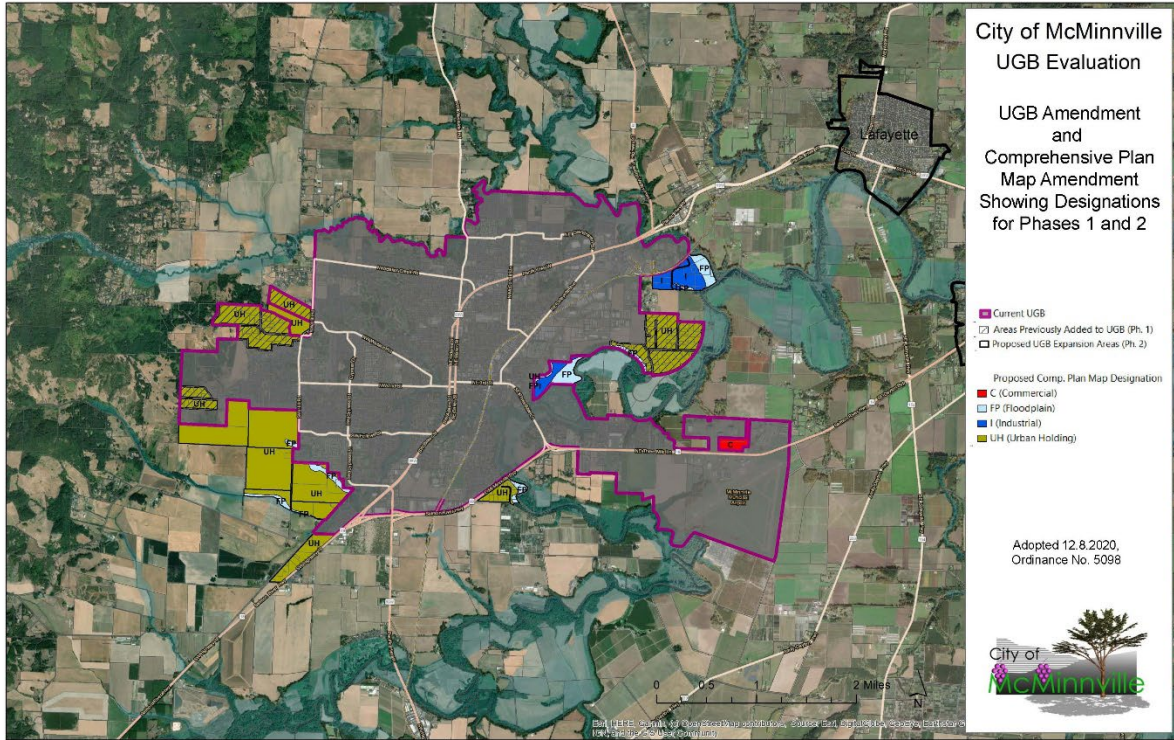


The McMinnville Framework Plan is included in the MGMUP. Therefore, the first step in the implementation process is complete with the adoption of the MGMUP. However, while the Framework Plan is included in the MGMUP and is referenced in it, the Framework Plan is not formally adopted with the MGMUP and is not binding on land owners, developers, or the City. The Framework Plan is intended to be conceptual in nature, and serve as an advisory plan that informs and provides guidance for more detailed Area Planning and Master Planning that will be required for lands that are annexed into the City.

If, at the time of this more detailed Area or Master Planning, there is a desire to modify the development concepts shown in the Framework Plan, an analysis must be completed that demonstrates how the land needs, housing densities, and commercial uses depicted in the Framework Plan for a particular area can be accommodated elsewhere, and still do so in a way that is consistent with the MGMUP and its intended development pattern and principles.

The MGMUP also includes an updated Comprehensive Plan Map for the City of McMinnville, which provides Comprehensive Plan designations for all lands included in UGB expansion areas. Land brought into the UGB is initially assigned an Urban Holding (UH) Comprehensive Plan designation, unless it is specifically identified for only Industrial or Commercial land uses (this applies only in specific areas that were included in the UGB based on their suitability for only industrial or commercial use). Lands with the UH comprehensive plan designation will retain their underlying, rural County zoning or may be placed in an Urban Holding zone.

Figure 2 – MGMUP Comprehensive Plan Map



# Area Planning and Master Planning

## **Area Planning:**

Following the adoption of the MGMUP, the City will complete Area Plans for lands that are included in the UGB expansion areas. The Area Plans will more specifically identify land uses, their locations, and their relationship to public facilities, natural resources, and existing urban uses. The land uses identified in an Area Plan must be consistent with the Framework Plan and the needed land types identified in the MGMUP.

Area Plans must embody the development principles of the MGMUP and other City land use policies and standards. The MGMUP provides guidance for the planning and development of fully integrated, mixed-use, pedestrian-oriented neighborhoods. Therefore, Area Plans will be developed to be consistent with the guidelines and characteristics of the Traditional Neighborhood model described in Chapter VII of the MGMUP. This will include the potential identification of locations that would be suitable for Neighborhood Activity Centers (NACs) to meet neighborhood commercial land needs as identified in the MGMUP and also support surrounding residential development, as described in Chapter VII of the MGMUP. In addition, Area Plans will be consistent with the City's adopted Great Neighborhood Principles.

As described in Comprehensive Plan Policy 187.10, the Great Neighborhood Principles are intended to "...guide the land use patterns, design, and development of the places that McMinnville citizens live, work, and play. The Great Neighborhood Principles will ensure that all developed places include characteristics and elements that create a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood with enduring value, whether that place is a completely new development or a redevelopment or infill project within an existing built area." The Great Neighborhood Principles are provided in Comprehensive Plan Policy 187.50.

## **Area Planning Process:**

An Area Plan must be adopted for any land within the UH comprehensive plan designation prior to annexation, rezoning, or development. Area Planning will be initiated and completed by the City, and adopted by the City Council as a guiding land use document. The adoption of the Area Plan is not a land use decision process, and does not result in any changes to comprehensive plan designations or zoning.

If the City has not yet adopted an Area Plan for lands within UGB expansion areas that are designated as UH lands, property owners may initiate the Area Planning process. The initiation of the Area Planning process will require the submittal of a land use application for the adoption of an Area Plan. The Area Planning process may be initiated by property owners for land areas of 100 acres or more.

## **Master Planning:**

Following the adoption of an Area Plan, individual property owners or developers must complete a Master Planning process to allow for annexation and development to occur in UGB expansion areas. The Master Planning process will require a more detailed analysis of the land in question and the proposed uses to ensure consistency with the planned and desired growth of the city.

The uses included in a Master Plan must be consistent with the land uses identified in the adopted Area Plan that is applicable to the land in question.

**Master Planning Process:**

Prior to the City Council’s approval of an annexation agreement to allow land within the UGB to be annexed into the city limits, property owners must complete a Concept Master Plan to identify how the land will be developed in accordance with the Framework Plan and applicable Area Plan.

After completion of an annexation agreement, a final Master Plan must be approved prior to the development of any land that is greater than 10 acres in size. Applications for Master Plans require approval by the City Council and required notices to state agencies and affected property owners. This land use review process will provide an opportunity for public involvement and community support for the Master Plan’s urban development concepts. The Master Planning process will also result in comprehensive plan and zoning amendments that convert lands from the UH comprehensive plan designation to urban comprehensive plan map designations and urban zoning districts.

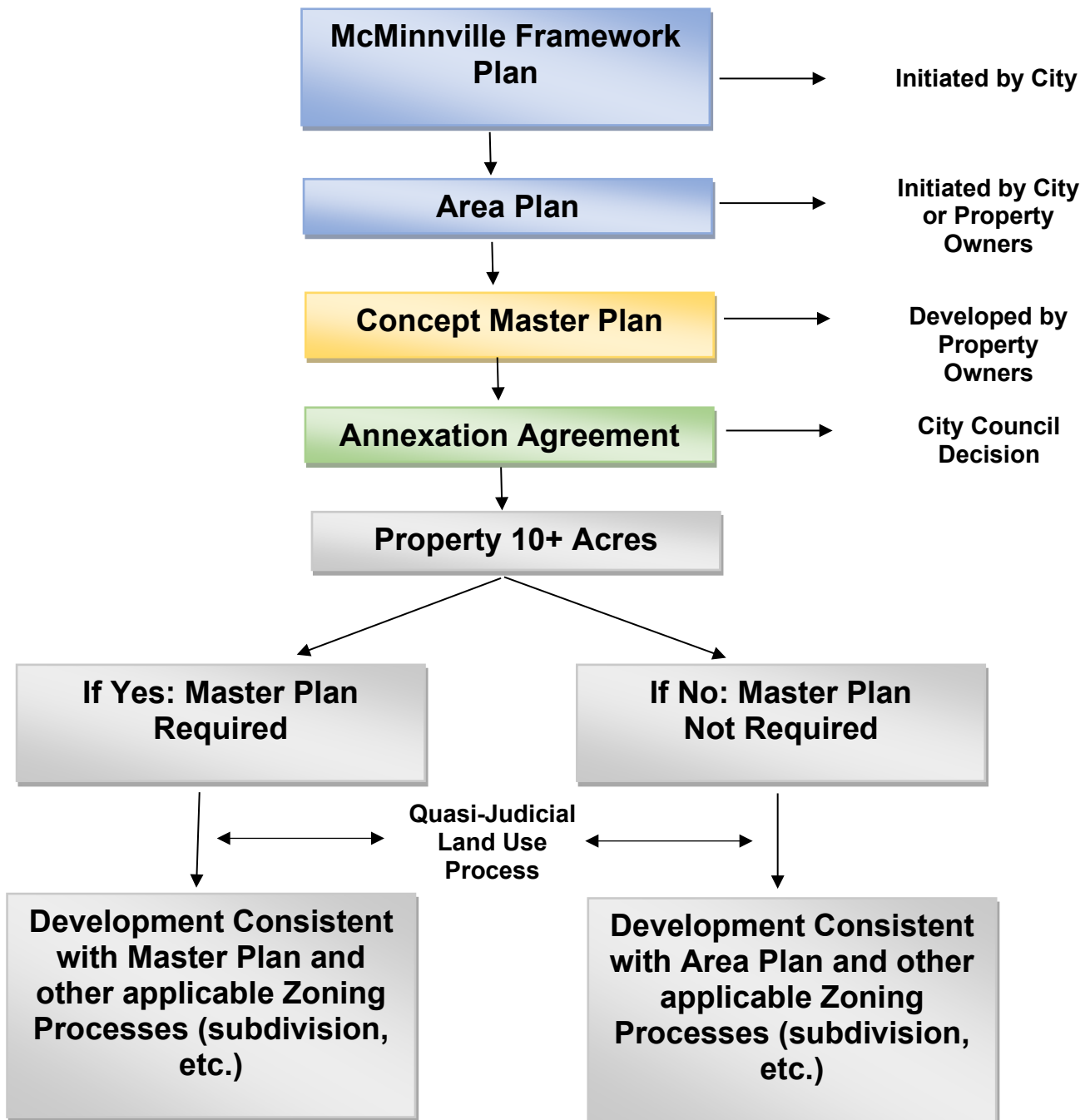
A review process for Master Plans is proposed to be included in the McMinnville Zoning Code. The review process further describes Master Plan submittal requirements and review criteria.

Lands less than 10 acres in size may be annexed and developed without the adoption of a Master Plan. This can occur when the lands are designated for residential use in the applicable Area Plan. Urban comprehensive plan map designations and urban zoning districts shall be requested for the lands prior to development, and the designations and zoning districts must be consistent with the land uses identified in the adopted Area Plan that is applicable to the land in question. The development of the land must also:

- Be consistent with the uses identified in the Area Plan applicable to the land in question;
- Meet the City’s adopted Great Neighborhood Principles;
- Include a local street plan that complies with the applicable Area Plan, the McMinnville TSP, and other local street spacing and connectivity requirements; and
- Be consistent with all other required policies and standards of the City’s land use planning approval processes.



# UGB Expansion Area Planning Process



# Area Plan Guidance and Considerations

Area Plans will more specifically identify land uses, their locations, and their relationship to public facilities, natural resources, and existing urban uses. The land uses identified in an Area Plan must be consistent with the Framework Plan and the needed land types identified in the MGMUP. An Area Plan must also incorporate and address the adopted Great Neighborhood Principles. This section will provide conceptual guidance for the City Council to consider during the development of Area Plans for lands identified in the MGMUP as UGB expansion areas.

## Summary of Needed Land Types to be Accommodated in Area Plans:

As stated above, the land uses identified in an Area Plan must be consistent with the needed land types identified in the MGMUP. More specifically, Appendix B and Appendix C (Urbanization Report) of the MGMUP identify the detailed land needs that must be accommodated within the UGB expansion areas. Those land needs are summarized below.

Appendix B summarizes housing, employment and livability land needs as follows:

**Table 1: Total additional housing, employment and livability acres needed in the McMinnville UGB, 2003-2023 after land-use efficiencies are applied. (MGMUP)**

Category of Land Need	Needed Gross Buildable Acres
<b>New Housing</b>	<b>392.90</b>
<b>Parks</b>	<b>254.00</b>
<b>Schools</b>	<b>96.00</b>
<b>Private Schools</b>	<b>1.50</b>
<b>Religious</b>	<b>47.60</b>
<b>Government</b>	<b>0.90</b>
<b>Semi-Public Services</b>	<b>22.50</b>
<b>Infrastructure</b>	<b>2.60</b>
<b>Commercial</b>	<b>106.00</b>
<b>Total</b>	<b>924.00</b>

**(2025 Amendments replaces Table 1 with Table 1 Below)**

**Table 1: Total additional housing, employment and livability acres needed in the McMinnville UGB, 2003-2023 after land-use efficiencies and the June 2024 PROS Plan are applied.**

Category of Land Need	Needed Gross Buildable Acres
New Housing	392.90
Parks	<del>254.00</del> 127.00
Schools	96.00
Private Schools	1.50
Religious	47.60
Government	0.90
Semi-Public Services	22.50
Infrastructure	2.60
Commercial	106.00
<b>Total</b>	<del>924.00</del> 797.00

Appendix B provides further definition of the land needs for some of the specific land use types that are planned to be accommodated within the residential land category:

**HOUSING:**

**Table 11 (Appendix B): Type of Residential Acreage Needed in the UGB.**

Zone	Needed Gross Buildable Acreage
R1	104.10
R2	236.80
R3	78.90
R4	80.40
R5	36.70
<b>TOTAL</b>	<b>536.90</b>

Source: EcoNorthwest, 2003

**PARK LAND:**

**Table 23 (Appendix B). Estimated parkland need, 2000-2020**

<b>Park Type</b>	<b>Current Net Acres</b>	<b>Adopted Standard</b>	<b>Acres Needed for 44055 Population</b>	<b>Projected Acreage Deficit (Need)</b>
Neighborhood Parks	0	2.0 acres / 1000	88.11	88.11
Community Parks	145.49 <sup>a</sup>	6.0 acres / 1000	264.33	118.84
Greenways/ Greenspaces/ Natural Areas <sup>b</sup>	102.50	6.0 acres / 1000	264.33	106.81
<b>Subtotals</b>	<b>247.99</b>		<b>616.77</b>	<b>313.76</b>
<b>Total Projected Need</b>				<b>314 Acres</b>

Source: City of McMinnville, 2003

<sup>a</sup>This includes the 21.03-acre Walker/Kraemer property purchased by the City after the adoption of the Parks Master Plan

<sup>b</sup>This includes an acreage reduction of 55.02 acres representing a 34% floodplain usage factor found in other parkland of this type

**SCHOOL NEEDS:**

No adjustments were made for land needed for schools. The *McMinnville Residential Land Needs Analysis* presented the following conclusion with respect to land needed for schools:

*“With the exception of the one future middle-school site, the District owns no other undeveloped land within the current UGB. Therefore, 96 acres (48 Elementary School acres, 16 Middle School acres, and 32 High-School acres) of additional, vacant residential buildable land is needed to accommodate projected year 2020 District needs.”*

**SUMMARY OF LAND NEEDS:**

In summary, the land needs that need to be accommodated through the Area Planning process are as follows:

- Residential Land: 818.10 acres
  - 36.7 acres for R-5 High Density zoning
  - ~~127~~ ~~254~~ acres for parks
    - ~~18.70~~ ~~88.11~~ acres for Neighborhood Parks
    - ~~20.00~~ ~~58.84~~ acres for Community Parks (reduced from 118.84 acres due to increased Joe Dancer Park)
    - ~~87.90~~ 106.81 acres for Greenways/Greenspaces/Natural Areas
  - 43 acres for schools
    - Reduction from 96 acres to account for High School site in northwest McMinnville that was included in UGB (42 Acres)

- Reduction to remove Cottonwood Elementary School site (11 Acres)
  - Remaining housing lands to remain in residential classifications that result in the target density of 5.7 dwelling units per acre and provide other uses identified for inclusion in residential category (religious, government, semi-public, etc.)
- Commercial Land: 39.3 acres
  - Reduction from 106.00 acres to account for:
    - One UGB expansion area (NA-EV-E) that is identified on the proposed Comprehensive Plan Map as Commercial, and is 26.7 acres in size
    - Commercial rezone of 40 acres of industrial land within existing UGB

**Area Plan Prioritization:**

The Area Planning process will be more critical in certain UGB expansion areas. Therefore, the City will prioritize the completion of Area Plans in expansion areas that are larger, require more coordinated development of public infrastructure and services, and are more likely to develop or redevelop in the near term. The potential prioritization of the completion of Area Plans may be as follows:

- 1) Southwest Area – Potentially with subareas:
  - a. West Hills South, Southwest 2, and West of Old Sheridan Road (potentially also include Redmond Hill Road)
  - b. Southwest 06 and Old Sheridan Road
- 2) Fox Ridge Road, NW-EX1b-R3, and High School Site
- 3) Riverside South
- 4) Redmond Hill Road (potentially include with the Southwest Area Plan)
- 5) Booth Bend Road
- 6) Riverside North

**Potential Assignment of Land Need: (the park land in this table was amended in \_\_\_\_, 2025 per the June 2024 PROS Plan)**

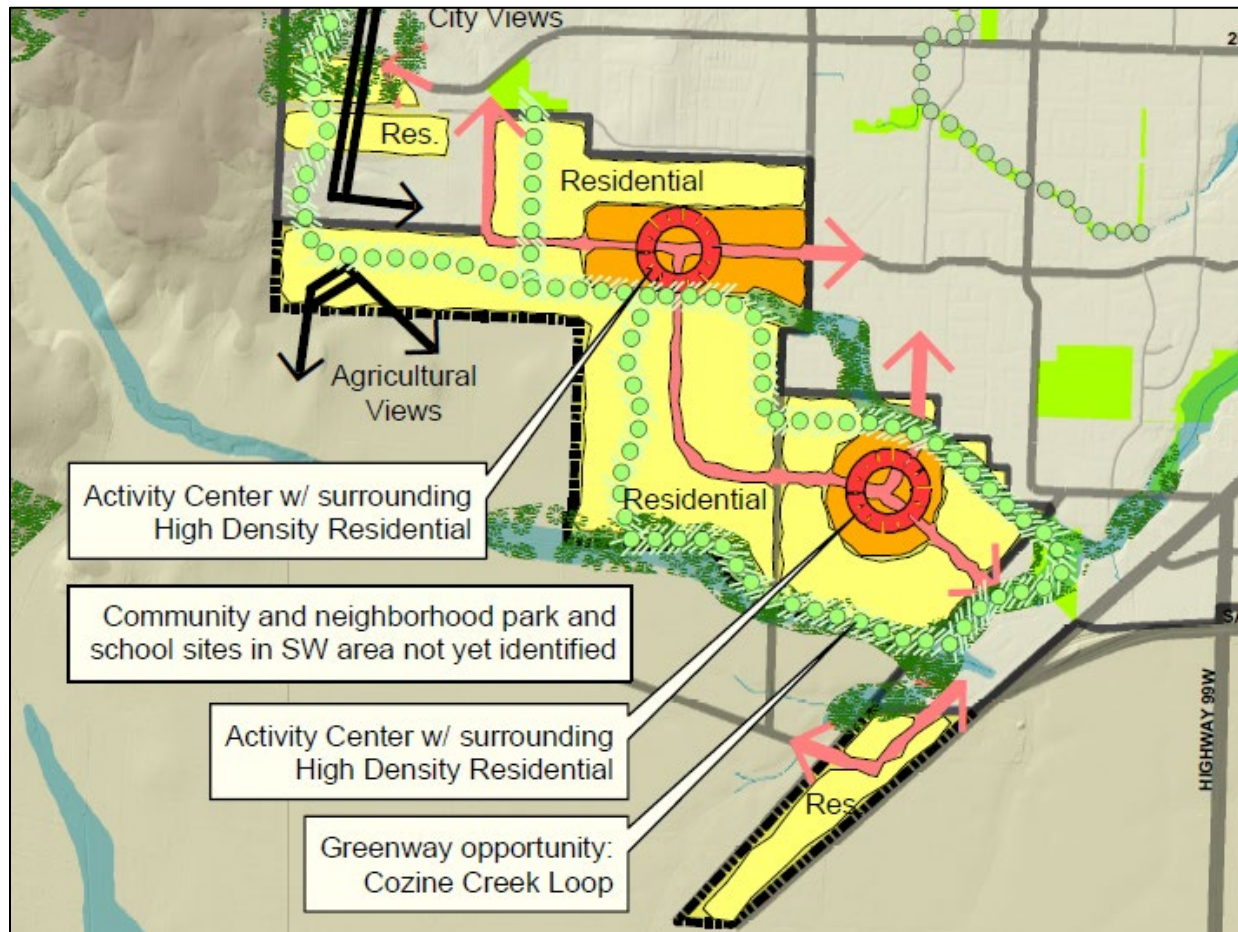
Land Need		Southwest	Fox Ridge Road	Riverside South	Redmond Hill Road	Booth Bend Road	Riverside North
Residential							
R-5	36 acres						
Parks							
Neighborhood Park	18.70 <del>88.11</del> acres					Delete	
Community Park	20.00 58.84 acres		Delete				
Greenways/Natural Areas	87.90 106.81 acres						
Schools	43 acres						
Commercial	39.3 acres						
Industrial	Surplus						

Specific land needs and opportunities to consider in the development of each of these Area Plans are provided below.

**Southwest Area Plan:**

The Southwest area includes some of the larger and more contiguous areas of vacant land to be included in the McMinnville UGB. The area requires coordinated planning of infrastructure to ensure provision of services to areas in the western portion of the UGB expansion area. This area is also adjacent to existing built-out areas of the existing UGB, so coordination of street networks and neighborhood continuity will be important to consider in the development of an Area Plan. For these reasons, it is suggested that one Area Plan be completed for all of the UGB expansion areas in the Southwest area. There could be a potential to complete smaller Area Plans, potentially using Hill Road as the separation point with the areas west of Hill Road included in one Area Plan (West Hills South, Southwest 2, and West of Old Sheridan Road) and the areas east of Hill Road (Southwest 06 and Old Sheridan Road) included in another Area Plan.

### Southwest Area as shown in MGMUP Framework Plan:



The overall Southwest Area will primarily provide land for housing. However, to incorporate elements of the Traditional Neighborhood and to accommodate commercial land need identified in the MGMUP, the Southwest area should include two (2) Neighborhood Activity Centers (NACs), one in the northwest portion along a westerly extension of Fellows Street and one in the southeastern portion along a new major street that could provide a connection between Hill Road and Old Sheridan Road. Each NAC may be approximately 40 to 80 acres in size with approximately 5-10 acres of neighborhood serving commercial and approximately 5 to 10 acres of office space. Each NAC should also include approximately 15 acres of high density residential development (R-5 zone). There should be about 2.0 acres of public plazas/parks in each NAC and the remaining land in the NAC should be medium and lower density housing as appropriate to achieve the overall targeted density of 5.7 dwelling units per acre. Additional areas may be suitable for high density residential development (R-5 zone) where potentially adjacent to future identified park locations, or along appropriate street corridors that may support future transit service.

To further provide services to support this residential area and to accommodate the park land need identified in the **June 2024 PROS Plan MGMUP**, the Southwest Area should incorporate **one** ~~two~~ neighborhood parks of a **minimum of 5-10 acres** in size. The neighborhood parks should be placed to ensure that **future residents have access to a park within a 10-minute (or ½ mile) walk of their home** ~~every residence is within a ½ mile of a neighborhood park~~, as described in the City of McMinnville **June 2024 Parks, Recreation, and Open Space Master Plan**. The Southwest

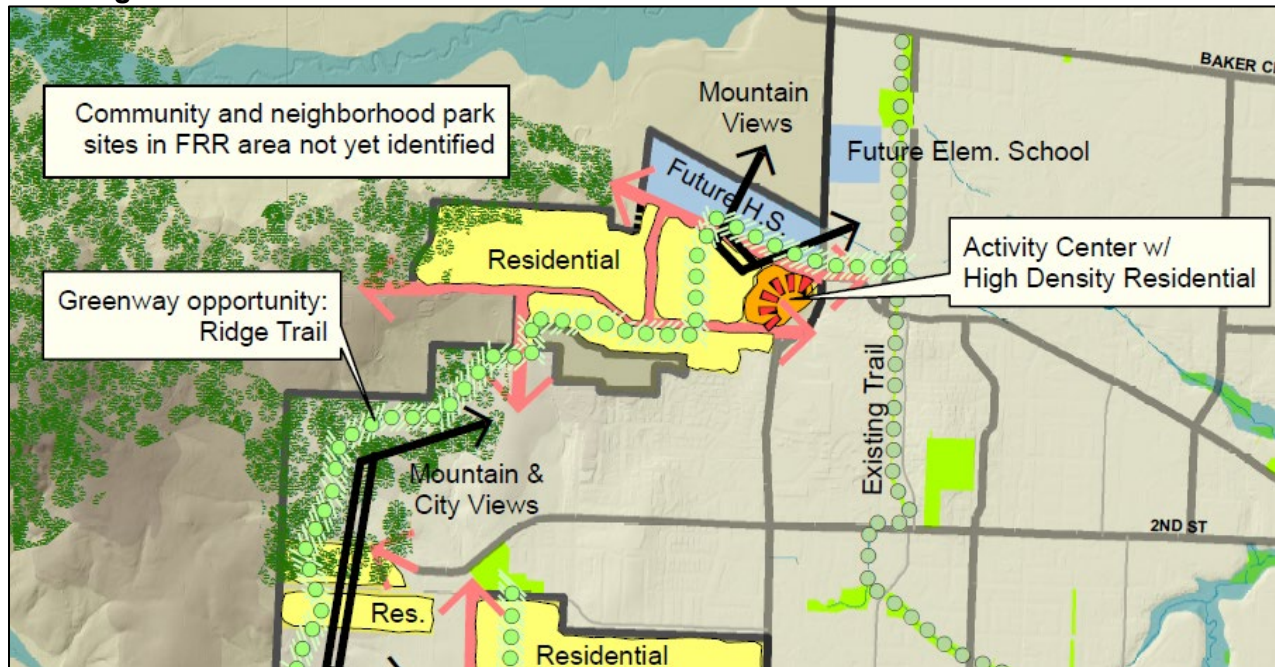
Area should also incorporate one or two community parks to accommodate the community park land need identified in the **June 2024 Parks, Recreation and Open Space Plan** MGMUP. The Southwest Area also has the opportunity for the development of greenway linear parks along the Cozine Creek per the greenway land need identified in the **June 2024 Parks, Recreation and Open Space Plan** MGMUP. A bike and pedestrian trail system could also be considered that connects the NACs and other major amenities (parks, schools, etc.) whose exact locations are yet to be determined. There may also be an opportunity for greenway or trail connectivity to the north through the Redmond Hill Road and West Hills areas, potentially in the form of a ridgeline greenway/greenspace at higher elevations that could also preserve existing tree stands that currently provide wildlife habitat.

Future school sites should also be identified within the Southwest Area Plan. As an area that will accommodate a significant amount of the planned residential growth in the expanded UGB, additional school sites may be necessary in this area. Further coordination should occur with the McMinnville School District on the identification of future school sites, but the Southwest area could accommodate the approximately 43 acres of additional school land need identified in the MGMUP.

**Fox Ridge Road Area Plan:**

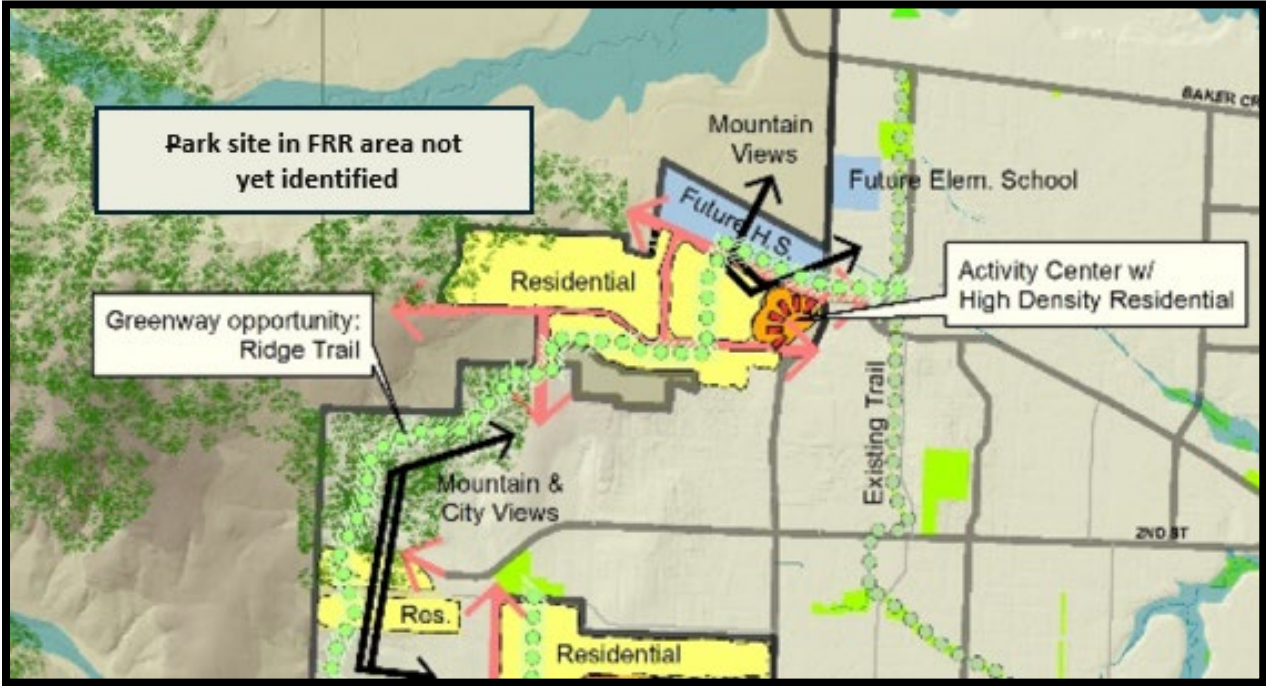
The Fox Ridge Road Area Plan should include the three study areas in this area due to their close proximity and future relationship between uses. These areas include the Fox Ridge Road study area (included in the UGB during MGMUP Phase I), the NW-EX1b-R3 study area, and the future High School site owned by the McMinnville School District (included in the UGB through previous UGB expansion).

**Fox Ridge Road Area as shown in MGMUP Framework Plan:**





2025 Amendments replace the above image with the image below:



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

To further provide services to support this residential area and to accommodate the park land need identified in the **June 2024 Parks, Recreation and Open Space Plan** **MGMUP**, the Fox Ridge Road Area Plan should incorporate one neighborhood park of a **5-acre minimum size to serve existing park service gaps as well as future development in this growth area along Fox Ridge Road in western McMinnville. This park should be co-located on or near the future high school site. It should include opportunities for passive and active recreation that is accessible to all residents with a 10-minute (or ½ mile) walk of their home. approximately 3–5 acres in size. The neighborhood park should be placed to ensure that every residence is within a ½ mile of a neighborhood park, and due to slopes should likely be placed in the northern portion of the area. The Fox Ridge Road Area also includes a several natural and geographic features that provide an excellent opportunity for a natural resource community park.—Natural greenspaces or greenways should be considered that could connect the Fox Ridge Road Area to the West Hills and Redmond Hill Road area, potentially in the form or a ridgeline greenway/greenspace. A**

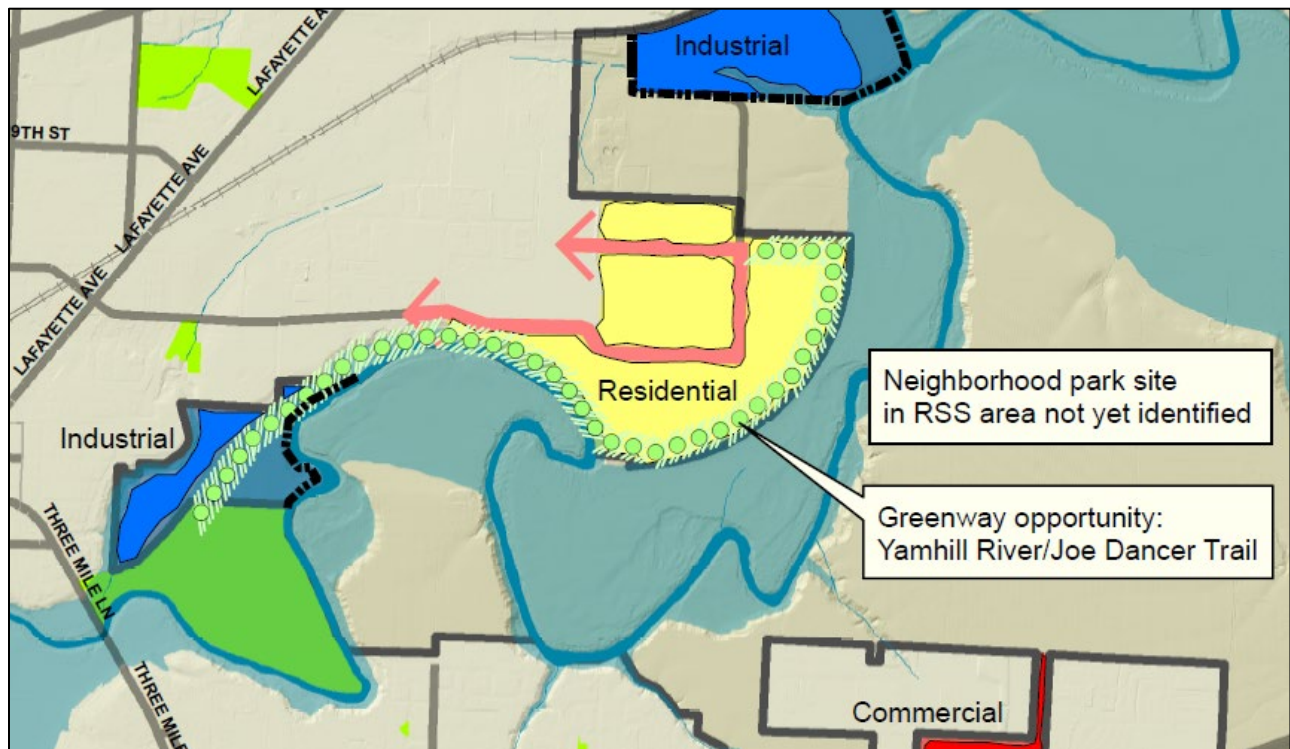
greenway/greenspace could also serve to preserve the tree stands in the Fox Ridge Road and West Hills areas that currently provide habitat for protected avian species.

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

### Riverside South Area Plan:

The Riverside South Area Plan should include the entire area east of the existing UGB.

### Riverside South as shown in MGMUP Framework Plan:



The Riverside South area will primarily be housing. As an exception area and based on the existing development pattern, it is assumed that the Riverside South area will likely accommodate only lower to medium density housing to meet identified needs for that type of residential land. However, to provide for some of the amenities of a Traditional Neighborhood and to accommodate the park land need identified in the **June 2024 Parks, Recreation and Open Space Plan MGMUP**, a neighborhood park of **a minimum of 5 acres approximately 10 — 13 acres in size** should be included in the Riverside South Area Plan. This neighborhood park **should serve future residents in the area that are otherwise separated from other residential areas and recreation opportunities.** be on the larger spectrum of the size of neighborhood parks as identified in the City of McMinnville Parks, Recreation, and Open Space Master Plan, due to the Riverside South area's location and

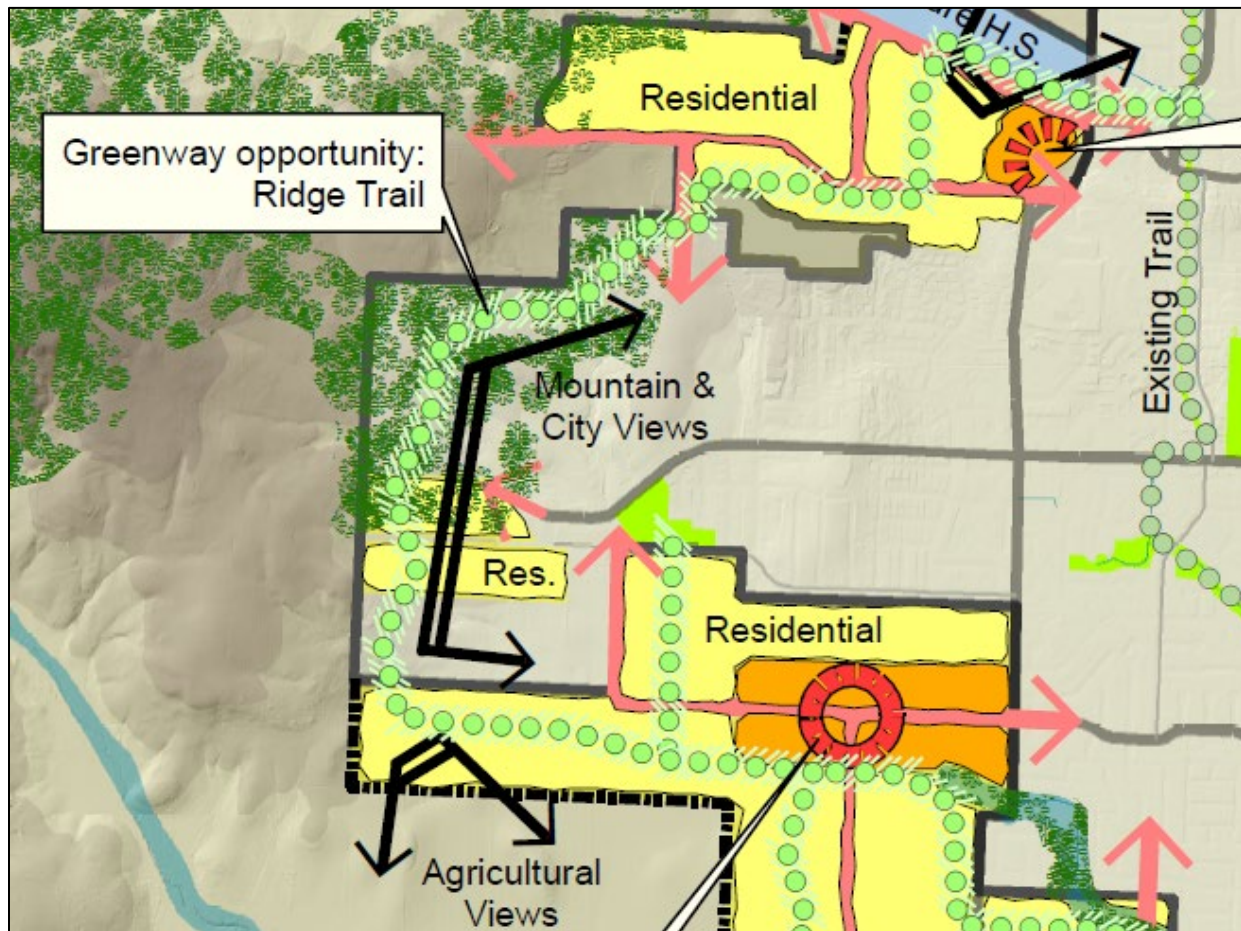
~~separation from other residential areas within the existing UGB.~~

There may also be an opportunity for a greenway/greenspace trail along the southern and eastern boundaries of the Riverside South Area, along the Yamhill River floodplain. Connectivity will be important for the Riverside South Area due to its current isolation. New street networks should be established, building off of the main existing street in Riverside Drive, to provide a neighborhood grid street pattern and enhance connectivity within the area. Bike and pedestrian connectivity should also be considered to provide opportunities for connections to the existing UGB, potentially through a trail corridor that connects the Riverside South area to Joe Dancer Park.

### Redmond Hill Road Area Plan:

The Redmond Hill Road Area Plan should include the entire Redmond Hill Road area west of, and surrounded by, the existing UGB. This area could be considered and included in the Southwest Area Plan, if determined to be timely and appropriate through more detailed Area Planning processes.

### Redmond Hill Road as shown in MGMUP Framework Plan:



The Redmond Hill Road area will primarily be housing. As an exception area and based on the existing development pattern, it is assumed that the Redmond Hill Road area will likely

accommodate only lower to medium density housing to meet identified needs for that type of residential land. Due to its elevation, existing development pattern, and proximity to other existing parks, the Redmond Hill Road area may not be suitable for an additional neighborhood park. However, to provide for some of the amenities of a Traditional Neighborhood and to accommodate the park land need identified in the **June 2024 Parks, Recreation and Open Space Plan** MGMUP, there may be an opportunity for a greenway/greenspace park to provide connectivity between the Southwest Area to the south and the West Hills and existing UGB to the north. This greenway/greenspace could potentially be in the form of a ridgeline trail that provides for overlooks that highlight views of the adjacent farmland and city.

**Booth Bend Road Area Plan:**

The Booth Bend Road Area Plan should include the entire area east of, and across, Highway 18 from the existing UGB.

**Booth Bend Road as shown in MGMUP Framework Plan:**



2025 Amendments replace the above image with the image below:

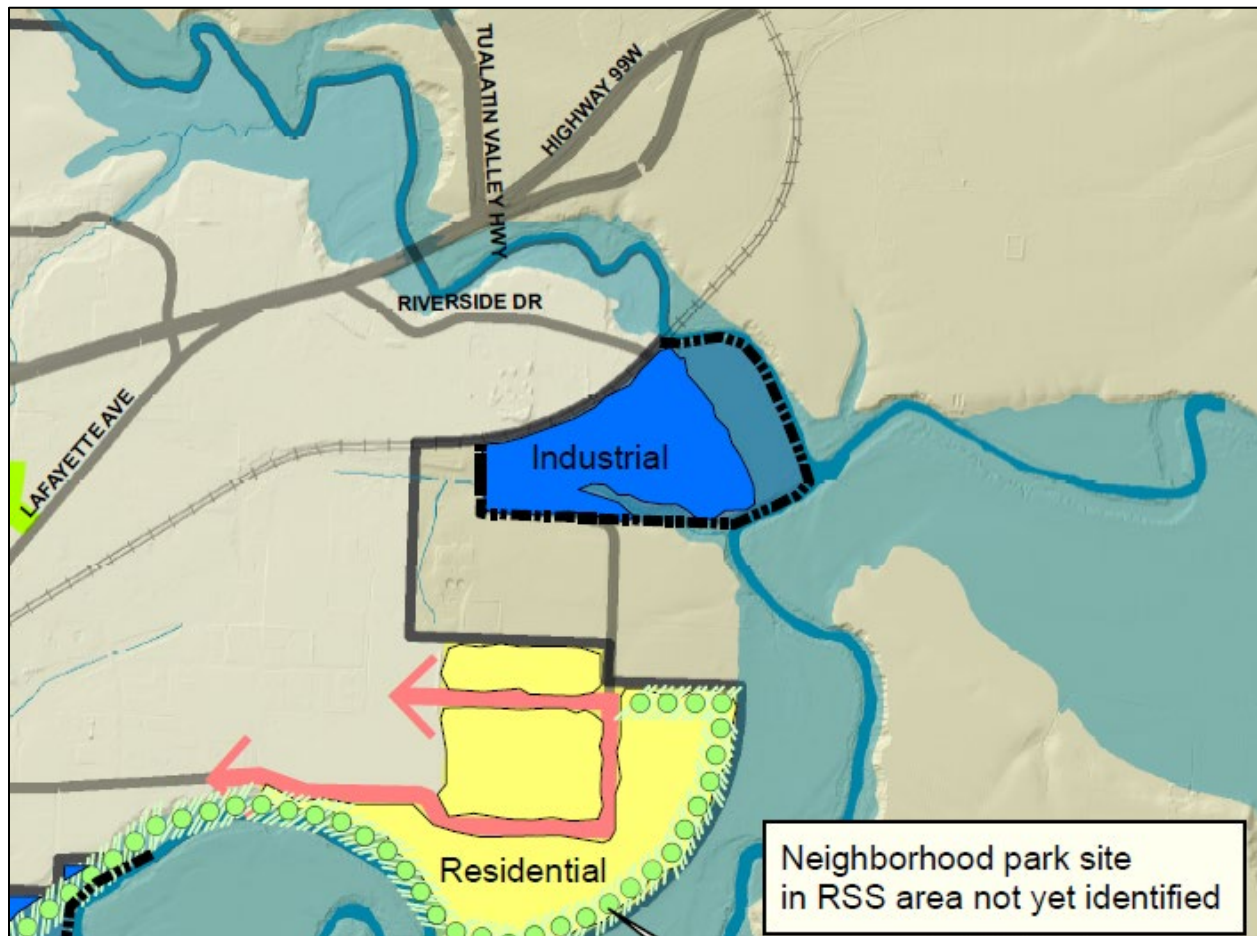


The Booth Bend Road area will primarily be housing. As an exception area and based on the existing development pattern, it is assumed that the Booth Bend Road Area will likely accommodate only lower to medium density housing to meet identified needs for that type of residential land. However, to provide for some of the amenities of a Traditional Neighborhood and to accommodate the park land need identified in the MGMUP, a neighborhood park of approximately 3-5 acres in size should be included in the Booth Bend Road Area Plan. Connectivity to other areas of the existing UGB will be important in the Booth Bend Road Area Plan, with all connectivity being provided currently by the Booth Bend Road bridge that crosses Highway 18. Bike and pedestrian connectivity should be considered to provide safer connectivity from the Booth Bend Road Area to the existing UGB and amenities in close proximity to the area.

**Riverside North Area Plan:**

The Riverside North Area Plan should include the entire area designated as Industrial along Riverside Drive on the proposed Comprehensive Plan Map.

**Riverside North as shown in MGMUP Framework Plan:**



The Riverside North area will be only industrial land uses. ~~However, some opportunities exist that could accommodate some of the park land need identified in the MGMUP.~~ The Riverside North area is adjacent to the Yamhill River floodplain along its eastern and southern boundaries, which could present an opportunity for a small greenway/greenspace trail. This greenway/greenspace may primarily serve industrial workers in the immediate area due to the Riverside North areas separation from other UGB areas. Connectivity should be considered in the Riverside North Area Plan, with the primary connectivity occurring along Riverside Drive, which currently travels through the area. Additional street networks may be minor due to the size of the Riverside North area, but could build off of Riverside Drive to provide additional connectivity to future industrial development.

**RESOLUTION NO. 2024-38**

A Resolution adopting the Parks, Recreation and Open Space Plan.

**RECITALS:**

**Whereas**, the 1999 Parks, Recreation and Open Space Master Plan (PROS Plan) had a 20 year planning horizon; and

**Whereas**, the City Council kicked off the process to update the 1999 plan on June, 22, 2022 to develop an updated, modern, financially sustainable parks system grounded in equity; and

**Whereas**, the City's Strategic Plan, Mac-Town 2032 ensures equity and inclusion as a guiding framework for city plans and services; and

**Whereas**, the City's Diversity, Equity and Inclusion Advisory Committee (DEIAC) served as the Project Advisory Committee for the 2022 PROS plan project; and,

**Whereas**, the intent of this plan is to be the City's guiding document for acquisition, development, maintenance and programming of city owned parks, recreation facilities and open spaces; and,

**Whereas**, this project had broad reaching community engagement including participation by thousands of McMinnville community members; and

**Whereas**, on April 11, 2024, the DEIAC recommended City Council adopt the PROS plan update.

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

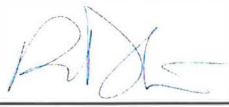
1. The Council adopts the McMinnville Parks, Recreation and Open Space Plan (PROS Plan), which is attached as Exhibit A, and incorporated by reference. This PROS Plan replaces and supersedes any previous PROS Plan currently in use for all purposes except land use.
2. The Council directs staff to begin preparing the Comprehensive Plan Amendments related to the PROS Plan for future Council consideration.
3. Nothing in this resolution is or shall be construed as a final decision by the Council that concerns the adoption, amendment or application of statewide planning goals, a comprehensive plan provision, or a land use regulation.
4. This resolution is effective upon adoption.

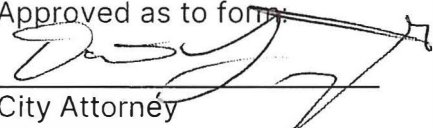
Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25th day of June, 2024 by the following votes:

Ayes: Chenoweth, Geary, Peralta, Payne, Garvin

Nays: \_\_\_\_\_

Approved this 25th day of June 2024.

  
 \_\_\_\_\_  
 MAYOR

Approved as to form:  
  
 \_\_\_\_\_  
 City Attorney

Attest:  
  
 \_\_\_\_\_  
 City Recorder

**EXHIBITS:**

- A. Final Draft Parks, Recreation, and Open Space Plan



# EXHIBIT 4 – STAFF REPORT

**DATE:** November 7, 2024  
**TO:** Planning Commission Members  
**FROM:** Taylor Graybehl, Senior Planner  
**SUBJECT:** G 2-24: Zoning Ordinance Amendments Regarding Landscape Plans, Landscape Standards, and Street Tree Plans

**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

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**Report in Brief:**

This agenda item is a legislative public hearing to consider amendments to the Zoning Ordinance regarding the provisions for landscape plans and landscape standards of Chapter 17.57 of the Zoning Ordinance and street tree plan standards in Chapter 17.58. The Planning Commission makes a recommendation to the City Council.

On October 3, 2024, staff presented proposed amendments to Chapter 17.57, as recommended by the Landscape Review Committee. During this work session, the Planning Commission requested staff return with a proposed ordinance.

The proposed draft amendments are included in **Attachment 1**, and the redlined draft amendment can be found in **Attachment 2**.



## **Background:**

The proposed amendments are a continuation of work conducted since an initial presentation before the Planning Commission on June 15, 2023. During the June 15, 2023 meeting, staff presented proposed amendments to both Chapter 17.57 Landscaping and Chapter 17.58 Trees of the Zoning Ordinance (G 3-23), which was subsequently continued. On April 18, 2024 the Planning Commission recommended focusing on amending Chapter 17.58 Trees to leave Chapter 17.57 Landscaping for a later date. Subsequently, Chapter 17.58 Trees was amended by Ordinance No. 5145.

## **Discussion:**

Staff has prepared draft amendments summarized as described below, as provided in ***Attachments 1 and 2.***

The proposal includes key amendments to the following sections of the Zoning Ordinance.

### ***17.57. Landscaping***

- 17.57.010. Purpose and Intent. Changes to the purpose and intent
- 17.57.030. Specific zones requiring landscaping.
- 17.57.040. Specific uses requiring landscaping.
- 17.57.050. Plans-submittal and review-approval-Time for completion.
- 17.57.060. Plans-information to be included
- 17.57.070. Area determination – Planning factors
- 17.57.080. Central Business District

### ***17.58. Trees***

- 17.58.100. Street Tree Plans

The proposed amendments are intended to address key issues; the issues are identified in **bold**, and the proposed manner of addressing the issue is followed by normal text.

- 1. State law requires the same approval process for “middle housing” as for detached single-unit homes. Therefore, the procedure for review must be the same for these housing types. In addition, the standards for housing are required to be clear and objective. The amendments would align the landscape provisions with these requirements.** Staff recommends revising Chapter 17.57 Landscaping to include measurable standards. For example, the proposed revision to Section 17.57.070(B)(1) includes specific requirements for sight-obscuring screening, including minimum height and opacity.
- 2. The proposed amendments include updates to the purpose and intent to reflect environmental issues better.** Staff recommends revising Section 17.57.010 to include items previously identified by the Landscape Review Committee, including environmental issues of groundwater contamination, environmental and climate changes, and promoting air quality.
- 3. Landscaping requirements apply to uses in certain zoning districts and to certain uses in other zoning districts. The proposed amendments are intended to further address the specific uses requiring landscaping.** Staff recommends revising Sections 17.57.030 and 17.57.040 to reflect those previously identified by the Landscape Review Committee,

including adding an R-5 zone, exempting certain housing types, and modifying specific uses requiring landscaping.

- 4. The proposed amendments increase the time from 30 to 45 days for processing landscape plan applications to allow for review at a regular monthly meeting of the Landscape Review Committee.** Staff recommends adding Sections 17.57.050(A)(1)(b) and 17.57.050(B)(2)(b), which create a 45-day review period for landscape plans.
- 5. The proposed amendments specify information to be shown on the plans submitted for landscape review.** Staff recommends revising Section 17.57.060 to include additional specificity on the information shown on the plans submitted for landscape review.
- 6. The proposed amendments clarify that the minimum required landscape area applies to the area of the developed site and addresses the method of calculating requirements for expansion on a site.** Staff recommends revising Section 17.57.070(5) to clarify area requirements.
- 7. Revisions are proposed for standards for landscape design related to landscape screening and fencing, tree protection during construction, parking lot landscaping, and irrigation systems.** Staff recommends revising Section 17.57.070(B) to provide measurable standards for screening and fencing, tree protection, parking lot landscaping, and irrigation systems.
- 8. Amendments to procedural and technical provisions relating to landscape plans, review, and installation.** Staff recommends creating a new “administrative review process” and “discretionary review process” with the proposed Section 17.57.050(A)(1) & (2). The administrative review process will allow the City Manager’s Designee to review proposed landscape that seek to implement standards as written. The discretionary review process allows an applicant to request alterations to the standards. The applicant would be required to identify how the project still complies with the purpose and intent of the Chapter. The Landscape Review Committee would determine if the proposed alterations met the chapter's purpose and intent.
- 9. Amendments to procedural provisions related to street tree plans.** Staff recommends revising Section 17.58.100 to make the City Manager’s Designee responsible for review and approval of proposed street tree plans.

#### **Attachments:**

- 1. Attachment 1.** Proposed Draft Zoning Ordinance Amendments
- 2. Attachment 2.** Redlined Proposed Draft Zoning Ordinance Amendments
- 3. Attachment 3.** Decision Document

#### **Recommendation:**

Staff recommends that the Planning Commission make the following motion recommending approval of Docket G 2-24 amendments to Chapter 17.57 AND 17.58 of the Zoning Ordinance to the City Council.

**“I MOVE THAT THE PLANNING COMMISSION RECOMMEND THAT THE CITY COUNCIL APPROVE DOCKET G 2-24 TEXT AMENDMENTS TO CHAPTERS 17.57 AND 17.58 OF THE ZONING ORDINANCE AS PROPOSED.”**

## Chapter 17.57

### LANDSCAPING

(as amended by Ordinance No. X)

#### Sections:

17.57.010	Purpose and intent.
17.57.020	Definitions.
17.57.030	Zones where required.
17.57.040	Specific uses requiring landscaping
17.57.050	Plans—Submittal and review—Approval—Time limit for completion.
17.57.060	Plans—Information to be included.
17.57.070	Area determination—Planning factors.
17.57.080	Central business district.
17.57.090	Credit for work in public right-of-way.
17.57.100	Appeal—Planning Commission to act.

17.57.010 Purpose and Intent. The purpose and intent of this Chapter is to encourage and, where appropriate, require the use of landscape elements, particularly plant materials, in proposed developments in an organized and harmonious manner that will enhance, protect, and promote the economic, ecological and aesthetic environment of McMinnville. Landscaping is considered by McMinnville to be an integral part of a complete comprehensive development plan. The City recognizes the value of landscaping in achieving the following objectives:

- A. Provide guidelines and standards that will:
  1. Reduce soil erosion and ground water contamination by the volume and rate of discharge of storm water runoff.
  2. Aid in energy conservation by shading structures from energy losses caused by weather and wind.
  3. Mitigate the loss of natural resources.
  4. Provide parking lot landscaping to reduce the harmful effects of heat, noise and glare associated with motor vehicle use.
  5. Create safe, attractively landscaped areas adjacent to public streets.
  6. Require the planting of street trees along the City's rights-of-way.
  7. Provide visual screens and buffers that mitigate the impact of conflicting land uses to preserve the appearance, character and value of existing neighborhoods.
  8. Provide shade, and seasonal color.
  9. Reduce glare, noise and heat.
  10. Address changes to the environment and climate
- B. Promote compatibility between land uses by reducing the visual noise and lighting impacts of specific developments on users of the site and abutting properties.
- C. Unify development and enhance and define public and private places.
- D. Preserve existing mature trees.

- E. Enhance the urban forest and tree canopy
- F. Encourage the use of plants native to the Willamette Valley to the maximum extent feasible, in order to reduce watering requirements and agricultural chemical applications, and to provide a sense of regional identity with plant communities unique to the area.
- G. Establish and enhance a pleasant visual character and structure to the built environment that is sensitive to safety and aesthetic issues.
- H. Enhance McMinnville as a community that cares about its appearance.
- I. Promote air quality.

It is further recognized that landscaping increases property values, attracts potential residents and businesses to McMinnville, and creates safer, more pleasant living and working environments for all residents and visitors to the city.

The guidelines and standards contained in this chapter serve to help McMinnville realize the objectives noted above. These guidelines and standards are intended as minimum standards for landscape treatment. Owners and developers are encouraged to exceed these in seeking more creative solutions both for the enhanced value of their land and for the collective health and enjoyment of all citizens of McMinnville. The landscaping provisions in Section 17.57.070 are in addition to all other provisions of the zoning ordinance which relate to property boundaries, dimensions, setback, vehicle access points, parking provisions and traffic patterns. The landscaping objectives shall also seek to accomplish the purposes set forth in Section 17.03.020. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.020                    Definitions. For the purposes of this section, refer to Section 17.06.035 for Landscaping related definitions. (Ord. 4952 §1, 2012).

17.57.030                    Specific zones requiring landscaping. Landscaping shall be required in the following zones except as otherwise noted:

- A. R-4 (Medium, High-Density Residential zone)
- B. R-5 (Multiple-Dwelling Residential zone);
- C. C-1 (Neighborhood Business zone);
- D. C-2 (Travel Commercial zone);
- E. C-3 (General Commercial zone);
- F. O-R (Office/Residential zone);
- G. M-L (Limited Light Industrial zone);
- H. M-1 (Light Industrial zone);
- I. M-2 (General Industrial zone);
- J. The following construction is exempt from the standards of this Chapter: accessory dwelling units, cottage clusters, plexes, single dwelling, single room occupancy – small housing, single room occupancy – large housing, tiny houses, and townhouses. These uses are subject to the landscaping requirements of Chapter 17.11. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.040                      Specific Uses Requiring Landscaping.

- A. Non-Residential Uses, subject to the landscaping requirements when in a residential zone;
- B. Utility substations shall have sight-obscuring screening around the perimeter of the structure(s).
- C. Manufactured Dwelling Park, subject to the landscaping requirements of Ord. 4220 and Ord. 4564;
- D. Multiple-dwelling, commercial, and industrial uses in residential planned developments, subject to the landscaping requirements of the type of use in the planned development
- E. Satellite dish in residential zone shall be screened from abutting or facing residential properties by a sight obscuring fence, wall, or planting. (Ord. 5027 §2, 2017; Ord. 4264 §1, 1983; Ord. 4254 §1, 1983; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.050                      Plans - Submittal and Review – Approval – Completion Time

Limit.

- A. Review Process. Two review processes are available for landscape review: administrative and discretionary. An applicant may choose which process to use. The administrative process uses standards that do not require the use of discretionary decision-making. The discretionary process uses purpose and intent that are more subjective in nature and are intended to provide the applicant with more design flexibility. Regardless of the review process, the applicant must demonstrate how the applicable standards or the purpose and intent of this Chapter are being met.
  - 1. Administrative Review Process. An application for Administrative Review shall comply with the standards of this Chapter.
    - a. Prior to or concurrent with a building permit application, the applicant shall submit a Landscape Plan application and applicable fees for review, with a landscape plan containing all of the information specified in Section 17.57.060;
    - b. The City Manager or City Manager’s Designee (hereafter “Manager”) shall conduct a review within forty-five (45) days of submission of the plans. A failure to review within forty-five (45) days shall be considered as approval of the plan.
    - c. The landscape plan shall be approved if it is found to comply with the criteria in Section 17.57.040 and Section 17.57.070.
    - d. No building permit shall be issued until the landscape plan has been approved.
    - e. Minor changes in the landscape plan shall be allowed, as determined by the Manager, as long as they do not bring the Landscape Plan into non-compliance with the standards of this chapter.
  - 2. Discretionary Review Process. The applicant may opt for the discretionary review procedure in accordance with the provisions of this subsection.

- a. Prior to or concurrent with a building permit application, the applicant shall submit a completed Discretionary Review Landscape application, applicable fees, and the following information:
  - 1) A Landscape Plan application with a Landscape Plan containing all of the information specified in 17.57.060, and the following additional information:
    - a. Identifies those areas that do not fully comply with the standards in this Chapter;
    - b. Identifies the design features or overall design concept proposed to accomplish Section 17.57.010;
  - 2) A written narrative that:
    - a. Identifies which standards in this Chapter the proposal does not fully comply with;
    - b. Identifies the design features or overall design concept proposed to accomplish Section 17.57.010;
    - c. Identifies how the plans meet the purpose, intent and requirements of this chapter.
- b. Landscaping review shall occur by the Landscape Review Committee within forty-five (45) days of submission of the plans. The applicant shall be notified of the time and place of the review and is encouraged to be present, although their presence shall not be necessary for action to be taken on the plans. A failure to review within forty-five (45) days shall be considered as approval of the plan;
- c. Only those standards identified within this Chapter are subject to discretionary review; standards related to landscaping outside of this Chapter may only be reduced in limited circumstances as permitted by variance or as otherwise specified;
- d. The landscape plan shall be approved if it is found to be compatible with Section 17.57.010, applicable goals and policies of the McMinnville Comprehensive Plan, McMinnville Great Neighborhood principles, and all other applicable implementing ordinances.
- e. No building permit shall be issued until the landscape plan has been approved.
- f. The Applicant may request a modification of a previously approved landscape plan by filing a petition to the Manager. Minor changes in the landscape plan, such as like-for-like replacement of plants, shall be allowed, as long as they do not alter the character and aesthetics of the original plan. If one or more of the modifications proposed will bring the plan into further non-compliance with standards or adjust an identified design feature or overall design concept proposed to accomplish Section 17.57.010, the plan shall be resubmitted, with fee, to the Landscape Review Committee for review subject to the review process of 17.57.050(A)(2)(b). Issuance of building permits will be postponed until the revised plan(s) has been processed in accordance with this section. The petition shall include:

- 1) A written narrative identifying the proposed alterations to the previously approved plans.
- D. Occupancy permits may be issued prior to the complete installation of all required landscaping if security equal to 120 percent of the cost of landscaping, as determined by the Manager is filed with the City assuring such installation within a time specified by the Manager, but not to exceed six (6) months after occupancy. The applicant shall provide the estimates of landscaping materials and installation to the satisfaction of the Manager prior to approval of the security. "Security" may consist of a faithful performance bond payable to the City, cash, certified check, time certificate of deposit, or assignment of a savings account, and the form shall meet with the approval of the City Attorney. If the installation of the landscaping is not completed within the period specified by the Manager, or within an extension of time authorized by the Landscape Review Committee, the security may be used by the City to complete the installation. Upon completion of the installation, inspection, and approval, any portion of the remaining security deposited with the City shall be returned. The final landscape inspection shall be made prior to any security being returned. Any portions of the plan not installed, not installed properly, or not properly maintained shall cause the final inspection and/or approval to be postponed until the project is completed or cause the security to be used by the City;
  - E. All completed landscape projects shall be inspected by the Manager. Said projects shall be found to be in compliance with the approved plans prior to the issuance of an occupancy certificate for the structure, or prior to any security or portion thereof being refunded to the applicant. Minor changes in the landscape plan shall be allowed, as determined by the Manager, as long as they do not alter the intent and aesthetics of the original plan. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.060 Plans - Information to be Included. The following information shall be included on the landscape plans submitted under Section 17.57.050:

- A. Existing locations of trees with a trunk five (5) inches or more in diameter 4.5 feet above ground level at the base of the trunk or if a tree splits into multiple trunks below 4.5 feet measured at its most narrow point beneath the split, their variety (common or botanical name) and indication of whether they are to remain or to be removed from the site. Method of protection of trees and shrubs to remain indicated. In the event a large number of trees are to be retained and if no construction or construction access is required through or within the drip line of the trees, the general area with the number of trees involved may be given in lieu of listing and locating each tree;
- B. The location size, and the variety (common and botanical name), and size of all new trees, shrubs, groundcover and lawns at maturity;
- C. The percentage of the gross area to be landscaped;
- D. Any equipment proposed for recreation uses;
- E. All existing and proposed site features including walkways, graveled areas, patios, courts, fences, decks, foundations, structures, potted trees, raised planters, or other open spaces with construction details, location, setbacks, and

- any additional information necessary so that the review committee may be fully knowledgeable of the project when discussing the application;
- F. The location of watering facilities or irrigation systems, or construction notes on the landscape plan detailing the type of watering facilities or irrigation systems that will be installed or to be used, in sufficient detail to demonstrate compliance with Section 17.57.070(5);
  - G. If the discretionary review process is requested, submit those additional items identified in Section 17.57.050(A)(2)(a), including the required information on the landscape plan and the written narrative;
  - H. All of the following information:
    - 1. North arrow.
    - 2. Drawn to scale (standard architectural or engineering).
    - 3. Lot and building setback dimensions.
    - 4. Property corner elevations (if there is more than a 4-foot elevation differential, site plan must show contour lines at 2-foot intervals).
    - 5. Location of easements and driveway (existing and proposed).
    - 6. Footprint of new structure (including decks).
    - 7. Location of existing wells and septic systems.
    - 8. Utility locations.
    - 9. Lot area, building coverage area, percentage of coverage and impervious area.
    - 10. Surface drainage.
    - 11. Location and extent of fill on the lot.
    - 12. Existing and platted street names and other public ways.
  - I. For any addition or expansion of an existing structure or parking lot that results in additional lot coverage and in addition to other requirements set forth in this subsection, square footage of existing lot coverage, (building area, not including basement or upper floors, and parking or loading areas) and the square footage of the additional lot coverage. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.070                      Area Determination - Planning Factors.

- A. Landscaping shall be accomplished within the following ranges:
  - 1. Industrial, at least seven (7) percent of the gross area of the development site. This may be reduced to not less than five (5) percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)
  - 2. Commercial, at least seven (7) percent of the gross area of the development site. This may be reduced to not less than five (5) percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)



3. Multiple-dwelling, twenty-five (25) percent of the gross area of the development site. This may be reduced to not less than fifteen (15) percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)
  4. A surface parking lot or parking structure built in any zone providing parking spaces as required by the zoning ordinance shall be landscaped in accordance with the commercial requirements set forth above in subsection 2 of this section.
  5. Any addition to or expansion of an existing structure or parking lot which results in additional lot coverage shall be landscaped as follows:
    - a. Demonstrate that the minimum gross landscaping for the site meets 17.57.070(A).
    - b. Any new parking lot area shall meet 17.57.070(B)(4).
    - c. Landscaping to be installed for an addition or expansion may be spread over the entire site (original and addition or expansion projects) with the approval of the review committee;
    - d. If the addition is less than 500SF and existing and proposed landscaping meet minimum landscaping percentage standards, then review by the Landscape Plan Review can be waived by staff.
- B. The following standards shall be met by the applicant when designing the Landscape Plans. The Landscape Review Committee shall have the authority to deny an application for failure to comply with any or all of these conditions:
1. Sight-obscuring screening of the proposed use shall be by evergreen plantings, shade trees, fences, or combinations of plantings and screens. The screening of abutting residential properties shall conform to the following standards:
    - a. Height. Fences and walls shall be a minimum of six (6) feet in height. Landscaping shall be of a species that will attain a height of at least six (6) feet within three years of planting.
    - b. Opacity. Screening shall be sight-obscuring. Fences, walls, and landscaping shall be at least 75 percent opaque when viewed from any angle at a point 25 feet away from the fence, wall, or landscaping.
  2. Landscaping and fencing requirements shall be superseded by the requirements in Section 17.54.080, Clear Vision Area, Chapter 8.10.210 of the MMC for regulations and fences, and other applicable screening standards if more restrictive. The existing grade shall be preserved to the maximum practical degree. Existing trees to remain shall be protected during construction as provided under Chapter 17.58.
  3. Parking Areas. The development and use of islands and plantings shall be incorporated to break up parking areas as follows:
    - a. To minimize large expanses of continuous pavement, parking areas greater than 6,000 square feet in area shall be physically and visually

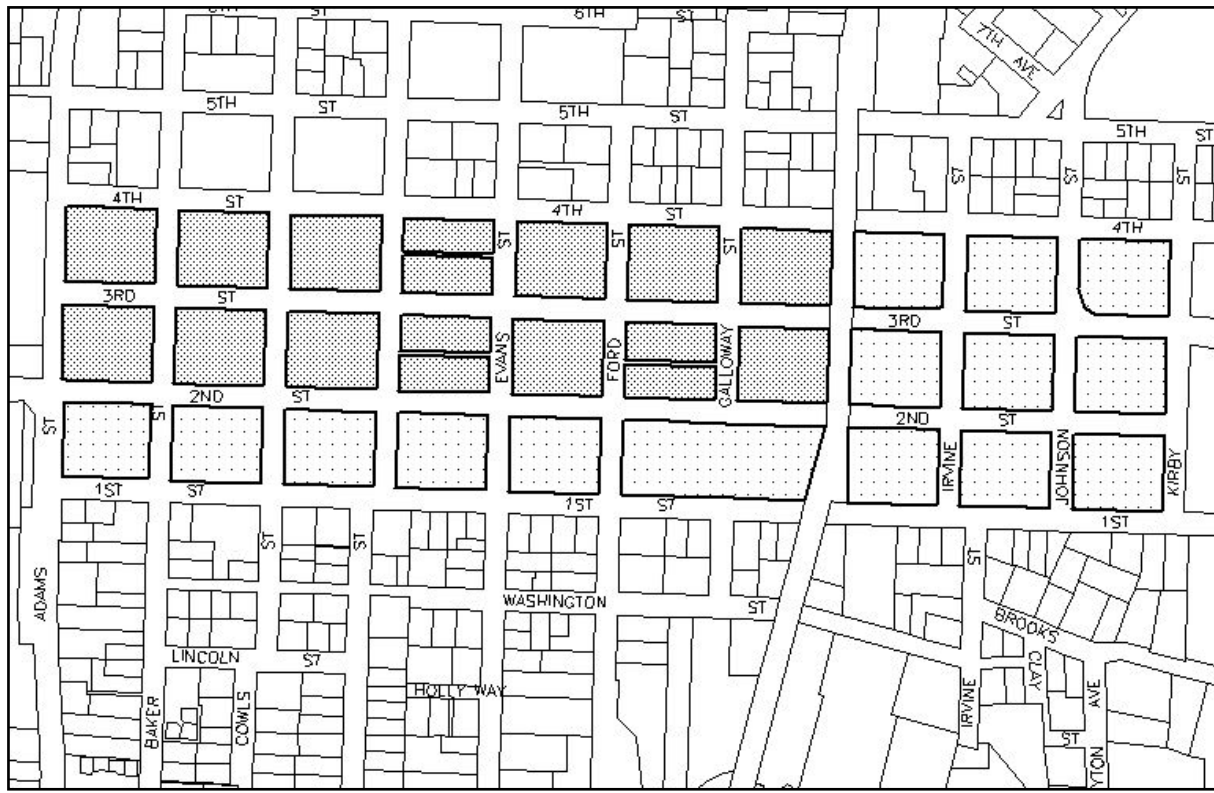
- separated with landscape islands. These separated parking areas may be connected by a drive aisle or driveway.
- b. A minimum of one deciduous shade tree shall be planted for every ten (10) contiguous parking spaces within a parking area. Trees may be clustered within landscape islands or planter bays and shall be distributed throughout the parking area to create a canopy effect and to break up expanses of paving and long rows of parking spaces.
  - c. Landscape islands and planter bays.
    - 1) Landscape islands and planter bays shall have a minimum planting area of twenty (25) square feet, and shall have a minimum width of five (5) feet, excluding curb.
    - 2) Each planter island shall contain tree and shrubs.
  - d. Driveway Entryway. Each driveway entryway shall be bordered on both sides of the entry by a minimum five (5) foot-wide landscaped area designed to planter island standards.
  - e. A hedge or wall, thirty (30) inches in height, or dense landscaping within a buffer strip a minimum of five feet in width shall be placed along the street-side edge of all surface parking lots. Landscaping within the buffer strip shall include street trees selected as appropriate to the situation and spaced according to its type, shrubs spaced a minimum of three (3) feet on center, and groundcover.
  - f. Surface parking areas shall be separated from the exterior wall of a structure by a landscaping strip or pedestrian walkways, with a minimum width of five (5) feet, except where a loading area is present.
  - g. Certain trees shall be prohibited in parking areas: poplar, willow, fruit, nut, birch, conifer, and ailanthus as identified in Chapter 17.58.
4. The use of suitable street trees as identified in Chapter 17.58.
  5. Permanent underground or drip watering facilities or irrigation systems must be included in or near all planted areas unless not required by subsection f. Permanent underground or drip watering facilities or irrigation systems shall be designed to provide for healthy plant growth, continual plant health, and to meet the purpose, intent, and requirements of this Chapter. Permanent underground or drip watering facilities or irrigation systems should consider the following:
    - a. Lawn valves shall be separated from non-lawn zones.
    - b. Irrigation heads shall be maximum spaced with “head-to-head” coverage.
    - c. All station valves shall have adjustable flow control valves, pressure reducing valves or other devices to minimize “misting” of water droplets.
    - d. Bed valves shall be separated by sun exposures.
    - e. Irrigation Controllers shall have the following minimum specifications:
      - 1) A minimum of four (4) independent programs;
      - 2) Station run time from 1-200;

- 3) Three start times per program;
  - 4) Water budgeting from 0-200% increments, by program;
  - 5) Battery backup;
  - 6) Rain shut-off device; and
  - 7) "Off," "On," and "Manual" operation modes without disturbing program.
- f. A permanent underground or drip irrigation system is not required for:
- 1) Existing healthy vegetation that has been established for at least two years and that is being preserved to meet the landscaping requirements under this chapter;
  - 2) New vegetation that is drought resistant, in which case a two-year plant establishment schedule shall be provided with the landscaping plan describing the amount of water to be applied over a two-year time period and how that water will be distributed to the plant material; or
  - 3) New vegetation located within stormwater facilities as required by the Public Works Design Standards, in which case a two-year plant establishment schedule shall be provided with the landscaping plan describing the amount of water to be applied over a two-year time period and how that water will be distributed to the plant material.
6. Solid Waste and Recycling Enclosures. Solid Waste and Recycling Enclosures shall comply with Chapter 17.61.
- C. All landscaping approved through the Landscape Review Committee shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement. Minor changes in the landscape plan, such as like-for-like replacement of plants, shall be allowed, as long as they do not alter the character and aesthetics of the original plan. It shall be the Manager's decision as to what constitutes a major or minor change. Major changes to the landscape plan shall be reviewed and approved by the Landscape Review Committee. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

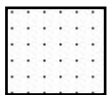
17.57.080 Central Business District. The central business district shall be divided into two areas as defined in this section:

- A. Area I is that area between Adams Street and the railroad tracks and between Second and Fourth Streets. The landscaping requirements set forth herein shall not apply to this portion of the central business district, except for the provision of street trees according to the city's master plan;
- B. Area II is defined as being that area between Adams and Kirby Streets from First to Fourth Streets, excluding the area in subsection A above. One-half (50 %) of the landscaping requirements set forth in Section 15.57.050 above shall apply to this area. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

## REDUCED LANDSCAPING REQUIREMENTS



Area I No Required Landscaping



Area II - One-Half Required Landscaping

17.57.090 Credit for Work in Public Right-of-Way. The review committee may grant an applicant credit for landscaping done in the public right-of-way provided that if at any time in the future the right-of-way is needed for public use, any landscaping removed from the right-of-way must be replaced on the subject site. The review committee shall consider the need for future use of the right-of-way for street or utility purposes before granting credit under this section. (Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.100 Appeal—Planning Commission to act when.

- A. In the event the landscaping is disapproved by the review committee, the applicant may appeal to the Planning Commission within 15 (fifteen) days after the review committee has considered the plan. The matter shall be set for review by the Planning Commission as set forth in subsection B of this section;
- B. If, after review, the review committee cannot or does not reach a decision on the landscaping plan submitted, the application shall be forwarded to the Planning Commission for review and final disposition. Action on the application

- will occur at the next regularly scheduled meeting, or with the approval of the Planning Commission chairman, at a work session if scheduled sooner. The applicant shall be notified of the time and place of the review by the Planning Commission and may choose to be present. The absence of the applicant shall not preclude the Planning Commission from reaching a decision;
- C. The review committee may, at their discretion, continue an application pending submittal of further information or detail. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

## Chapter 17.58

### TREES

(as adopted by Ord. 4654B Dec. 9, 1997)

#### 17.58.100 Street Tree Plans.

##### A. Submittal.

1. Subdivisions and Partitions: Street tree planting plans shall be submitted to the Manager for review and approval prior to the filing of a final subdivision or partition plat.
2. Commercial, Industrial, Parking Lots, and Multi-dwelling Residential Development: Landscape plans, to include street tree planting as may be required by this ordinance, shall be submitted to the Manager for review and approval prior to the issuance of a building permit.

##### B. Street Tree Plan Content. At a minimum, the street tree planting plan should:

1. Indicate all existing trees, noting location, species, size (caliper and height) and condition;
2. Indicate whether existing trees will be retained, removed or relocated;
3. Indicate the measures to be taken during site development to ensure the protection of existing trees to be retained;
4. Indicate the location, species, and size (caliper and height) of street trees to be planted;
5. Indicate the location of proposed and existing utilities and driveways; and
6. Indicate the location of rights-of-way, existing structures, driveways, and existing trees including their species, size, and condition, within twenty feet of the subject site. (Ord. 4654B §1, 1997).

## McMinnville Zoning Ordinance

### Amendments to Provisions Relating to Landscape Plans, Landscape Standards, and Street Tree Plans

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

#### Chapter 17.57

#### LANDSCAPING (as amended by Ordinance No. X)

##### Sections:

17.57.010	Purpose and intent.
17.57.020	Definitions.
17.57.030	Zones where required.
17.57.040	Specific uses requiring landscaping
17.57.050	Plans—Submittal and review—Approval—Time limit for completion.
17.57.060	Plans—Information to be included.
17.57.070	Area determination—Planning factors.
17.57.080	Central business district.
17.57.090	Credit for work in public right-of-way.
17.57.100	Appeal—Planning Commission to act.

17.57.010 Purpose and Intent. The purpose and intent of this Chapter is to encourage and, where appropriate, require the use of landscape elements, particularly plant materials, in proposed developments in an organized and harmonious manner that will enhance, protect, and promote the economic, ecological and aesthetic environment of McMinnville. Landscaping is considered by McMinnville to be an integral part of a complete comprehensive development plan. The City recognizes the value of landscaping in achieving the following objectives:

- A. Provide guidelines and standards that will:
  1. Reduce soil erosion and ***ground water contamination by*** the volume and rate of discharge of storm water runoff.
  2. Aid in energy conservation by shading structures from energy losses caused by weather and wind.
  3. Mitigate the loss of natural resources.
  4. Provide parking lot landscaping to reduce the harmful effects of heat, noise and glare associated with motor vehicle use.
  5. Create safe, attractively landscaped areas adjacent to public streets.
  6. Require the planting of street trees along the City's rights-of-way.

7. Provide visual screens and buffers that mitigate the impact of conflicting land uses to preserve the appearance, character and value of existing neighborhoods.

8. Provide shade, and seasonal color.

9. Reduce glare, noise and heat.

**9-10. Address changes to the environment and climate**

B. Promote compatibility between land uses by reducing the visual noise and lighting impacts of specific developments on users of the site and abutting properties.

C. Unify development and enhance and define public and private places.

D. Preserve existing mature trees.

E. Enhance the urban forest and tree canopy-

F. Encourage the use of plants native to the Willamette Valley to the maximum extent feasible, in order to reduce watering requirements and agricultural chemical applications, and to provide a sense of regional identity with plant communities unique to the area.

G. Establish and enhance a pleasant visual character and structure to the built environment that is sensitive to safety and aesthetic issues.

H. ~~Support~~ **Enhance** McMinnville as a community that cares about its appearance.

**H.I. Promote air quality.**

It is further recognized that landscaping increases property values, attracts potential residents and businesses to McMinnville, and creates safer, more pleasant living and working environments for all residents and visitors to the city.

The guidelines and standards contained in this chapter serve to help McMinnville realize the objectives noted above. These guidelines and standards are intended as minimum standards for landscape treatment. Owners and developers are encouraged to exceed these in seeking more creative solutions both for the enhanced value of their land and for the collective health and enjoyment of all citizens of McMinnville. The landscaping provisions in Section 17.57.070 are in addition to all other provisions of the zoning ordinance which relate to property boundaries, dimensions, setback, vehicle access points, parking provisions and traffic patterns. The landscaping objectives shall also seek to accomplish the purposes set forth in Section 17.03.020. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.020 Definitions. For the purposes of this section, refer to Section 17.06.035 for Landscaping related definitions. (Ord. 4952 §1, 2012).

17.57.030 Specific zones requiring landscaping. Landscaping shall be required in the following zones except as otherwise noted:

~~A. R-4 (Multiple Dwelling **Medium, High-Density** Residential zone), except the construction of a detached or plex residential units);~~

**B. R-5 (Multiple-Dwelling Residential zone);**



- ~~B.C.~~ C-1 (Neighborhood Business zone);
- ~~C.D.~~ C-2 (Travel Commercial zone);
- ~~D.E.~~ C-3 (General Commercial zone);
- ~~E.F.~~ O-R (Office/Residential zone);
- ~~F.G.~~ M-L (Limited Light Industrial zone);
- ~~G.H.~~ M-1 (Light Industrial zone);
- ~~I.~~ M-2 (General Industrial zone);
- ~~H.J.~~ **The following construction is exempt from the standards of this Chapter: accessory dwelling units, cottage clusters, plexes, single dwelling, single room occupancy – small housing, single room occupancy – large housing, tiny houses, and townhouses. These uses are subject to the landscaping requirements of Chapter 17.11.** (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.040 Specific Uses Requiring Landscaping.

- ~~A.~~ Churches **Non-Residential Uses**, subject to the landscaping requirements of a multiple-dwelling development when in a residential zone and subject to the landscaping requirements of a commercial development when in a zone other than residential;
- ~~B.~~ Utility substations subject to the landscaping requirements of commercial uses **shall have sight-obscuring screening around the permitter of the structure(s).**
- ~~C.~~ Mobile home park **Manufactured Dwelling Park**, subject to the **landscaping requirements of a multiple-dwelling development of Ord. 4220 and Ord. 4564;**
- ~~D.~~ Multiple-dwelling, commercial, and industrial uses in residential planned developments, subject to the landscaping requirements of the type of use in the planned development. (Ord. 5027 §2, 2017; Ord. 4264 §1, 1983; Ord. 4254 §1, 1983; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968)
- ~~E.~~ **Satellite dish in residential zone shall be screened from abutting or facing residential properties by a sight obscuring fence, wall, or planting. (Ord. 5027 §2, 2017; Ord. 4264 §1, 1983; Ord. 4254 §1, 1983; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).**

17.57.050 Plans - Submittal and Review – Approval – Completion Time

Limit.

- ~~A.~~ At the time the applicant applies for a building permit, they shall submit, for the Landscape Review Committee, two copies of a landscaping and plot plan. If the plot plan and landscaping plan are separate documents, two copies of each shall be submitted. These may be submitted to the Building Department to be forwarded to the Planning Department.
  - ~~1.~~ No building permit shall be issued until the landscaping plan has been approved.
  - ~~2.~~ The landscaping plan may be used as the plot plan required for a building permit, provided all information required for a building permit is provided;
- ~~A.~~ **Review Process. Two review processes are available for landscape review: administrative and discretionary. An applicant may choose which**

process to use. The administrative process uses standards that do not require the use of discretionary decision-making. The discretionary process uses purpose and intent that are more subjective in nature and are intended to provide the applicant with more design flexibility. Regardless of the review process, the applicant must demonstrate how the applicable standards or the purpose and intent of this Chapter are being met.

1. Administrative Review Process. An application for Administrative Review shall comply with the standards of this Chapter.

- a. Prior to or concurrent with a building permit application, the applicant shall submit a Landscape Plan application and applicable fees for review, with a landscape plan containing all of the information specified in Section 17.57.060;
- b. The City Manager or City Manager's Designee (hereafter "Manager") shall conduct a review within forty-five (45) days of submission of the plans. A failure to review within forty-five (45) days shall be considered as approval of the plan.
- c. The landscape plan shall be approved if it is found to comply with the criteria in Section 17.57.040 and Section 17.57.070.
- d. No building permit shall be issued until the landscape plan has been approved.
- e. Minor changes in the landscape plan shall be allowed, as determined by the Manager, as long as they do not bring the Landscape Plan into non-compliance with the standards of this chapter.

2. Discretionary Review Process. The applicant may opt for the discretionary review procedure in accordance with the provisions of this subsection.

a. Prior to or concurrent with a building permit application, the applicant shall submit a completed Discretionary Review Landscape application, applicable fees, and the following information:

1) A Landscape Plan application with a Landscape Plan containing all of the information specified in 17.57.060, and the following additional information:

- a. Identifies those areas that do not fully comply with the standards in this Chapter;
- b. Identifies the design features or overall design concept proposed to accomplish Section 17.57.010;

2) A written narrative that:

- a. Identifies which standards in this Chapter the proposal does not fully comply with;
- b. Identifies the design features or overall design concept proposed to accomplish Section 17.57.010;

- c. Identifies how the plans meet the purpose, intent and requirements of this chapter.
- b. Landscaping review shall occur by the Landscape Review Committee within forty-five (45) days of submission of the plans. The applicant shall be notified of the time and place of the review and is encouraged to be present, although their presence shall not be necessary for action to be taken on the plans. A failure to review within forty-five (45) days shall be considered as approval of the plan;
- c. Only those standards identified within this Chapter are subject to discretionary review; standards related to landscaping outside of this Chapter may only be reduced in limited circumstances as permitted by variance or as otherwise specified;
- d. The landscape plan shall be approved if it is found to be compatible with Section 17.57.010, applicable goals and policies of the McMinnville Comprehensive Plan, McMinnville Great Neighborhood principles, and all other applicable implementing ordinances.
- e. No building permit shall be issued until the landscape plan has been approved.
- f. The Applicant may request a modification of a previously approved landscape plan by filing a petition to the Manager. Minor changes in the landscape plan, such as like-for-like replacement of plants, shall be allowed, as long as they do not alter the character and aesthetics of the original plan. If one or more of the modifications proposed will bring the plan into further non-compliance with standards or adjust an identified design feature or overall design concept proposed to accomplish Section 17.57.010, the plan shall be resubmitted, with fee, to the Landscape Review Committee for review subject to the review process of 17.57.050(A)(2)(b). Issuance of building permits will be postponed until the revised plan(s) has been processed in accordance with this section. The petition shall include:
  - 1) A written narrative identifying the proposed alterations to the previously approved plans.

- ~~B. Landscaping review shall occur within 30 (thirty) days of submission of the plans. The applicant shall be notified of the time and place of the review and is encouraged to be present, although their presence shall not be necessary for action to be taken on the plans. A failure to review within 30 (thirty) days shall be considered as approval of the plan;~~
- ~~C. The landscaping plan shall be approved if it is found to be compatible with the purpose, intent, and requirements of this chapter. Approval of the landscaping plan shall be indicated upon the plot plans. Any modifications shall be specified on the plans and agreed to in writing by the applicant prior to the issuance of a~~

building permit. One copy of said approved plan shall be retained by the Planning Department and included within the permanent file;

- D. Occupancy permits may be issued prior to the complete installation of all required landscaping if security equal to 120 percent of the cost of landscaping, as determined by the ~~Planning Director~~ **Manager** is filed with the City assuring such installation within a time specified by the ~~Planning Director~~ **Manager**, but not to exceed six **(6)** months after occupancy. The applicant shall provide the estimates of landscaping materials and installation to the satisfaction of the ~~Planning Director~~ **Manager** prior to approval of the security. "Security" may consist of a faithful performance bond payable to the City, cash, certified check, time certificate of deposit, or assignment of a savings account, and the form shall meet with the approval of the City Attorney. If the installation of the landscaping is not completed within the period specified by the ~~Planning Director~~ **Manager**, or within an extension of time authorized by the Landscape Review Committee, the security may be used by the City to complete the installation. Upon completion of the installation, inspection, and approval, any portion of the remaining security deposited with the City shall be returned. The final landscape inspection shall be made prior to any security being returned. Any portions of the plan not installed, not installed properly, or not properly maintained shall cause the final inspection and/or approval to be postponed until the project is completed or cause the security to be used by the City;
- E. All completed landscape projects shall be inspected by the ~~Planning Director~~ or their designee **Manager**. Said projects shall be found to be in compliance with the approved plans prior to the issuance of an occupancy certificate for the structure, or prior to any security or portion thereof being refunded to the applicant. Minor changes in the landscape plan shall be allowed, as determined by the ~~Planning Director~~ or their designee **Manager**, as long as they do not alter the character **intent** and aesthetics of the original plan. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.060 Plans - Information to be Included. The following information shall be included ~~in~~ **on** the **landscape** plans submitted under Section 17.57.050:

- ~~A. Existing locations of trees over six inches in diameter, their variety (common or botanical name) and indication of whether they are to remain or to be removed from the site. In the event a large number of trees are to be retained and if no construction or construction access is required through or within the drip line of the trees, the general area with the number of trees involved may be given in lieu of listing and locating each tree;~~
- A. **Existing locations of trees with a trunk five (5) inches or more in diameter 4.5 feet above ground level at the base of the trunk or if a tree splits into multiple trunks below 4.5 feet measured at its most narrow point beneath the split, their variety (common or botanical name) and indication of whether they are to remain or to be removed from the site. Method of protection of trees and shrubs to remain indicated. In the event a large number of trees are to be retained and if no construction or construction access is required through or within the drip line of the trees, the general**

**area with the number of trees involved may be given in lieu of listing and locating each tree;**

- B. The location in which new plantings will be made **size**, –and the variety (common or **and** botanical name), and size of all new trees, shrubs, groundcover and lawns **at maturity**;
- C. The percentage of the gross area to be landscaped;
- D. Any equipment proposed for recreation uses;
- E. All existing and proposed site features including walkways, graveled areas, patios, courts, fences, decks, foundations, **structures**, potted trees, raised planters, or other open spaces **with construction details, location, setbacks, and any additional information necessary** so that the review committee may be fully knowledgeable of the project when discussing the application;
- F. The location of watering facilities or irrigation systems, or construction notes on the landscape plan detailing the type of watering facilities or irrigation systems that will be installed **or to be used, in sufficient detail to demonstrate compliance with Section 17.57.070(5)**;
- G. **If the discretionary review process is requested, submit those additional items identified in Section 17.57.050(A)(2)(a), including the required information on the landscape plan and the written narrative;**
- H. All of the **following** information:
  - 1. **North arrow.**
  - 2. **Drawn to scale (standard architectural or engineering).**
  - 3. **Lot and building setback dimensions.**
  - 4. **Property corner elevations (if there is more than a 4-foot elevation differential, site plan must show contour lines at 2-foot intervals).**
  - 5. **Location of easements and driveway (existing and proposed).**
  - 6. **Footprint of new structure (including decks).**
  - 7. **Location of existing wells and septic systems.**
  - 8. **Utility locations.**
  - 9. **Lot area, building coverage area, percentage of coverage and impervious area.**
  - 10. **Surface drainage.**
  - 11. **Location and extent of fill on the lot.**
  - 12. **Existing and platted street names and other public ways.**
- I. **For any addition or expansion of an existing structure or parking lot that results in additional lot coverage and in addition to other requirements set forth in this subsection, square footage of existing lot coverage, (building area, not including basement or upper floors, and parking or loading areas) and the square footage of the additional lot coverage. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).**

**17.57.070 Area Determination - Planning Factors.**

- A. Landscaping shall be accomplished within the following ranges:
  - 1. Industrial, at least seven **(7)** percent of the gross area **of the development site**. This may be reduced to not less than five **(5)** percent upon approval of the review committee. (The gross area to be landscaped may only be

reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)

2. Commercial, at least seven **(7)** percent of the gross area **of the development site**. This may be reduced to not less than five **(5)** percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)
3. Multiple-dwelling, twenty-five **(25)** percent of the gross area **of the development site**. This may be reduced to not less than fifteen **(15)** percent upon approval of the review committee. (The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)
4. A **surface** parking lot or parking structure built in any zone providing parking spaces as required by the zoning ordinance shall be landscaped in accordance with the commercial requirements set forth above in subsection 2 of this section.
5. Any addition to or expansion of an existing structure or parking lot which results in additional lot coverage shall be landscaped as follows: ~~Divide the amount of additional lot coverage (building area, not including basement or upper floors, plus required parking and loading zones) by the amount of the existing lot coverage (building area, not including basement or upper floors, plus required parking and loading zones), multiply by the percentage of landscaping required in the zone, multiply by the total lot area of both the original development and the addition; however, the total amount of the landscaping shall not exceed the requirements set forth in this subsection.~~

ALC (additional  
~~lot coverage~~ ~~— X~~ % of landscaping ~~— X~~ Total lot area  
 ELC (Existing ~~—~~ required  
 Lot Coverage)

- a. **Demonstrate that the minimum gross landscaping for the site meets 17.57.070(A).**
  - b. **Any new parking lot area shall meet 17.57.070(B)(4).**
  - c. Landscaping to be installed ~~on~~ **for** an addition or expansion may be spread over the entire site (original and addition or expansion projects) with the approval of the review committee;
  - d. **If the addition is less than 500SF and existing and proposed landscaping meet minimum landscaping percentage standards, then review by the Landscape Plan Review can be waived by staff.**
- a.—

- B. The following factors standards shall be considered met by the applicant when planning designing the landscaping Landscape Plans in order to accomplish the purpose set out in Section 17.57.010. The Landscape Review Committee shall have the authority to deny an application for failure to comply with any or all of these conditions:
1. ~~Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.~~
  - 2.1. Sight-obscuring ~~Screening~~ of the proposed use shall be by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens. The screening of abutting residential properties shall conform to the following standards:
    - a. Height. Fences and walls shall be a minimum of six (6) feet in height. Landscaping shall be of a species that will attain a height of at least six (6) feet within three years of planting.
    - b. Opacity. Screening shall be sight-obscuring. Fences, walls, and landscaping shall be at least 75 percent opaque when viewed from any angle at a point 25 feet away from the fence, wall, or landscaping.
    - a. Landscaping and fencing requirements shall be superseded by the requirements in Section 17.54.080, Clear Vision Area, Chapter 8.10.210 of the MMC for regulations and fences, and other applicable screening standards if more restrictive.
  - 3.2. ~~The retention of existing trees and natural areas that may be incorporated in the development of the project. The existing grade should~~ shall be preserved to the maximum practical degree. Existing trees to remain shall be provided with a watering area equal to at least one-half the crown area protected during construction as provided under Chapter 17.58.
  - 4.3. Parking Areas. The development and use of islands and plantings therein to break up parking areas. shall be incorporated to break up parking areas as follows:
    - a. To minimize large expanses of continuous pavement, parking areas greater than 6,000 square feet in area shall be physically and visually separated with landscape islands. These separated parking areas may be connected by a drive aisle or driveway.
    - b. A minimum of one deciduous shade tree shall be planted for every ten (10) contiguous parking spaces within a parking area. Trees may be clustered within landscape islands or planter bays and shall be distributed throughout the parking area to create a canopy effect and to break up expanses of paving and long rows of parking spaces.
    - c. Landscape islands and planter bays.
      - 1) Landscape islands and planter bays shall have a minimum planting area of twenty (25) square feet, and shall have a minimum width of five (5) feet, excluding curb.

- 2) Each planter island shall contain tree and shrubs.**
- d. Driveway Entryway. Each driveway entryway shall be bordered on both sides of the entry by a minimum five (5) foot-wide landscaped area designed to planter island standards.**
  - e. A hedge or wall, thirty (30) inches in height, or dense landscaping within a buffer strip a minimum of five feet in width shall be placed along the street-side edge of all surface parking lots. Landscaping within the buffer strip shall include street trees selected as appropriate to the situation and spaced according to its type, shrubs spaced a minimum of three (3) feet on center, and groundcover.**
  - f. Surface parking areas shall be separated from the exterior wall of a structure by a landscaping strip or pedestrian walkways, with a minimum width of five (5) feet, except where a loading area is present.**
  - g. Certain trees shall be prohibited in parking areas: poplar, willow, fruit, nut, birch, conifer, and ailanthus as identified in Chapter 17.58.**
- 5.4.** ~~The use of suitable street trees in the development of new subdivisions, shopping centers and like developments. Certain trees shall be prohibited in parking areas: poplar, willow, fruit, nut, birch, conifer, and ailanthus~~ **as identified in Chapter 17.58.**
- 6.5.** ~~Suitable~~ **Permanent underground or drip** watering facilities or irrigation systems must be included in or near all planted areas; **unless not required by subsection f. Permanent underground or drip watering facilities or irrigation systems shall be designed to provide for healthy plant growth, continual plant health, and to meet the purpose, intent, and requirements of this Chapter. Permanent underground or drip watering facilities or irrigation systems should consider the following:**
- a. Lawn valves shall be separated from non-lawn zones.**
  - b. Irrigation heads shall be maximum spaced with "head-to-head" coverage.**
  - c. All station valves shall have adjustable flow control valves, pressure reducing valves or other devices to minimize "misting" of water droplets.**
  - d. Bed valves shall be separated by sun exposures.**
  - e. Irrigation Controllers shall have the following minimum specifications:**
    - 1) A minimum of four (4) independent programs;**
    - 2) Station run time from 1-200;**
    - 3) Three start times per program;**
    - 4) Water budgeting from 0-200% increments, by program;**
    - 5) Battery backup;**
    - 6) Rain shut-off device; and**
    - 7) "Off," "On," and "Manual" operation modes without disturbing program.**



**f. A permanent underground or drip irrigation system is not required for:**

- 1) Existing healthy vegetation that has been established for at least two years and that is being preserved to meet the landscaping requirements under this chapter;**
- 2) New vegetation that is drought resistant, in which case a two-year plant establishment schedule shall be provided with the landscaping plan describing the amount of water to be applied over a two-year time period and how that water will be distributed to the plant material; or**
- 3) New vegetation located within stormwater facilities as required by the Public Works Design Standards, in which case a two-year plant establishment schedule shall be provided with the landscaping plan describing the amount of water to be applied over a two-year time period and how that water will be distributed to the plant material.**

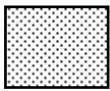
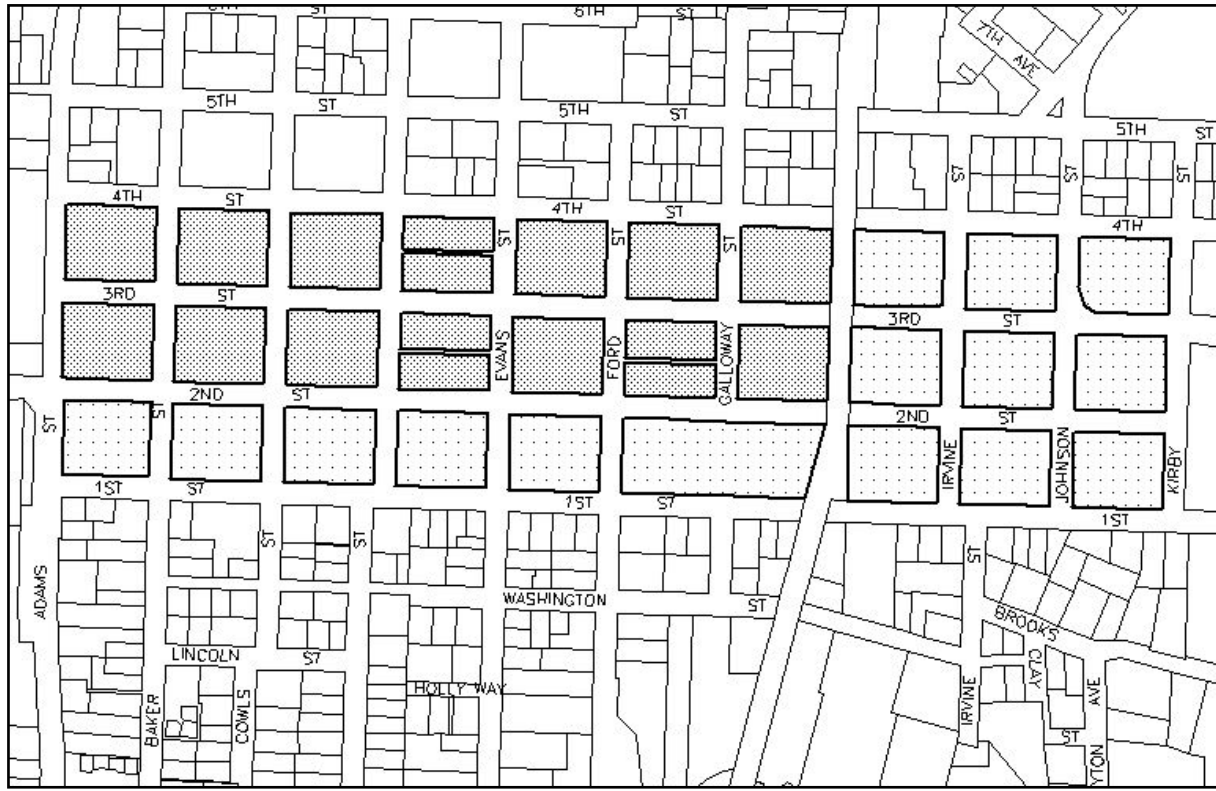
**7.6. Solid Waste and Recycling Enclosures. Solid Waste and Recycling Enclosures shall comply with Chapter 17.61.**

- C. All landscaping approved through the Landscape Review Committee shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement. Minor changes in the landscape plan, such as like-for-like replacement of plants, shall be allowed, as long as they do not alter the character and aesthetics of the original plan. It shall be the Planning Director's Manager's decision as to what constitutes a major or minor change. Major changes to the landscape plan shall be reviewed and approved by the Landscape Review Committee. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

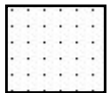
**17.57.080 Central Business District.** The central business district shall be divided into two areas as defined in this section:

- A. Area I is that area between Adams Street and the railroad tracks and between Second and Fourth Streets. The landscaping requirements set forth herein shall not apply to this portion of the central business district, except for the provision of street trees according to the city's master plan;
- B. Area II is defined as being that area between Adams and Kirby Streets from First to Fourth Streets, excluding the area in subsection A above. One-half (**50 %**) of the landscaping requirements set forth in Section 15.57.050 above shall apply to this area. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

## **REDUCED LANDSCAPING REQUIREMENTS**



Area I No Required Landscaping



Area II - One-Half Required Landscaping

**17.57.090**      **Credit for Work in Public Right-of-Way.** The review committee may grant an applicant credit for landscaping done in the public right-of-way provided that if at any time in the future the right-of-way is needed for public use, any landscaping removed from the right-of-way must be replaced on the subject site. The review committee shall consider the need for future use of the right-of-way for street or utility purposes before granting credit under this section. (Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

**17.57.100**      **Appeal—Planning Commission to act when.**

- A. In the event the landscaping is disapproved by the review committee, the applicant may appeal to the Planning Commission within 15 (fifteen) days after the review committee has considered the plan. The matter shall be set for review by the Planning Commission as set forth in subsection B of this section;
- B. If, after review, the review committee cannot or does not reach a decision on the landscaping plan submitted, the application shall be forwarded to the Planning Commission for review and final disposition. Action on the application

- will occur at the next regularly scheduled meeting, or with the approval of the Planning Commission chairman, at a work session if scheduled sooner. The applicant shall be notified of the time and place of the review by the Planning Commission and may choose to be present. The absence of the applicant shall not preclude the Planning Commission from reaching a decision;
- C. The review committee may, at their discretion, continue an application pending submittal of further information or detail. (Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

## Chapter 17.58

### TREES

(as adopted by Ord. 4654B Dec. 9, 1997)

#### 17.58.100 Street Tree Plans.

##### A. Submittal.

1. Subdivisions and Partitions: Street tree planting plans shall be submitted to the ~~Landscape Review Committee~~ **Manager** for review and approval prior to the filing of a final subdivision or partition plat.
2. Commercial, Industrial, Parking Lots, and Multi-dwelling Residential Development: Landscape plans, to include street tree planting as may be required by this ordinance, shall be submitted to the ~~Landscape Review Committee~~ **Manager** for review and approval prior to the issuance of a building permit.

##### B. Street Tree Plan Content. At a minimum, the street tree planting plan should:

1. Indicate all existing trees, noting location, species, size (caliper and height) and condition;
2. Indicate whether existing trees will be retained, removed or relocated;
3. Indicate the measures to be taken during site development to ensure the protection of existing trees to be retained;
4. Indicate the location, species, and size (caliper and height) of street trees to be planted;
5. Indicate the location of proposed and existing utilities and driveways; and
6. Indicate the location of rights-of-way, existing structures, driveways, and existing trees including their species, size, and condition, within twenty feet of the subject site. (Ord. 4654B §1, 1997).



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

**DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF LEGISLATIVE AMENDMENTS TO THE MCMINNVILLE ZONING ORDINANCE, DOCKET G 2-24, RELATING TO LANDSCAPE PLANS, LANDSCAPE STANDARDS, AND STREET TREE PLANS CHAPTERS 17.57 AND 17.58**

**DOCKET:** G 2-24

**REQUEST:** Proposed amendments to the McMinnville Zoning Ordinance, adopting amended standards for landscape plans, landscape standards, and street tree plans.

**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:** November 7, 2024, 6:30pm. Hybrid In-Person and Zoom Online Meeting:

**In Person:** Kent Taylor Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville

**Zoom Meeting:**  
<https://mcminnvilleoregon.zoom.us/j/89368634307?pwd=M0REY3RVSzFH eFdmK2pZUmJNdkdSZz09>

**Zoom Meeting ID:** 893 6863 4307  
**Zoom Passcode:** 989853

Or you can call in and listen via zoom: 1-253-215-8782  
ID: 893 6863 4307

**DECISION-MAKING BODY:** McMinnville City Council

**DATE & TIME:** TBD

**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 Planning Commission will make a recommendation to the City Council. 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 in ORS 197.620 and ORS 197.830, and Section 17.72.190 of the McMinnville Municipal Code.

**DECISION**

Based on the findings and conclusions, the McMinnville Planning Commission recommends **APPROVAL** of the Zoning Ordinance legislative amendments (G 2-24) to the McMinnville City Council.

////////////////////////////////////  
**DECISION: APPROVAL**  
////////////////////////////////////

Planning Commission: \_\_\_\_\_ Date: \_\_\_\_\_  
Sidonie Winfield, Chair of the McMinnville Planning Commission

Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Heather Richards, Planning Director

## **I. APPLICATION SUMMARY**

This application is a legislative proposal for proposed amendments to the McMinnville Zoning Ordinance adopting amended standards for landscape plans, landscape standards, and street tree plans in Chapters 17.57 and 17.58.

## **II. ATTACHMENTS**

- **Attachment 1.** Proposed Draft Zoning Ordinance Amendments
- **Attachment 2.** Redlined Proposed Draft Zoning Ordinance Amendments

## **III. FINDINGS OF FACT – GENERAL FINDINGS**

1. Docket G 2-24 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.

## **IV. FINDINGS OF FACT - PROCEDURAL FINDINGS**

1. On October 2, notice of the application and the November 7, 2024 Planning Commission public hearing was provided to DLCD.
2. On November 1, 2024, notice of the application and the June 15, 2023 Planning Commission public hearing was published in the News Register in accordance with Section 17.72.120 of the Zoning Ordinance.
3. On November 7, 2024, the Planning Commission held a duly noticed public hearing to consider the request.

## **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 proposed amendments continue to achieve the purposes of Section 17.58.0100, while amending standards for landscape plans, landscape standards, and street tree plans.

**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 October 3, 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 create an administrative review process for street tree plans.

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.