



City of McMinnville
Planning Department
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EXHIBIT 1 - MINUTES

April 17, 2019
Landscape Review Committee
Regular Meeting

12:00 pm
Community Development Center
McMinnville, Oregon

Members Present: Tim McDaniel, Sharon Gunter, and Rob Stephenson
Members Absent: Rose Marie Caughran and Josh Kearns
Staff Present: Jamie Fleckenstein - Associate Planner
Guests Present: Scott Hill – Mayor and Kellie Menke – City Councilor

1. Call to Order

Chair Stephenson called the meeting to order at 12:00 p.m.

2. Citizen Comments

None

3. Approval of Minutes

- A. October 24, 2018
- B. January 16, 2019
- C. February 20, 2019

Committee Member McDaniel moved to approve the October 24, 2018 and January 16 and February 20, 2019 minutes. The motion was seconded by Committee Member Gunter and passed 3-0.

4. Action/Docket Item (repeat if necessary)

- A. McMinnville Recommended Street Tree List Update

Associate Planner Fleckenstein reviewed the updated Street Tree List.

Chair Stephenson thought they should specify the minimum size for a planter box, which should be 4x4. Associate Planner Fleckenstein clarified for neighborhoods, the standard was 4.5 to 5 feet and for planters that were surrounded by sidewalks the standard was 6x4.

Associate Planner Fleckenstein said the list had been sent to Public Works, McMinnville Water & Light, and the Department of Forestry for comment. Both Public Works and Water & Light thought the format, layout, and information presentation was good. Water & Light commented on the mature height of trees and suitability for placement under wires. After doing some research, he had adjusted the mature height on some of the trees. If the Committee approved the Street Tree List, it would go in front of the City Council next Tuesday for adoption.

Committee Member Gunter moved to approve the updated Street Tree List. The motion was seconded by Committee Member McDaniel and passed 3-0.

5. Discussion Items

A. 2019 Arbor Day Tree Planting Event

Associate Planner Fleckenstein reported on the tree planting event that happened last Saturday at the high school. Three Eastern Redbud trees were planted near the preschool facility to replace some trees that had been removed due to storm damage. Commemorative signs for the trees were produced by students from the fabrication and welding program. Water retaining gel would be used for watering the trees.

Associate Planner Fleckenstein then discussed the status of the tree removal at 3rd and Ford that had been done without a permit. The tree appraisal was a little over \$31,000.

There was discussion regarding how the appraisal value was determined and putting in four 4 inch caliper trees as replacement trees and putting four tree grates in the sidewalk for them.

There was consensus to recommend staff draft a letter to Council recommending the requirement for the replacement trees and grates.

There was discussion about what would happen if the developer did not pay the \$31,000.

6. Old/New Business

None

7. Committee/Commissioner Comments

None

8. Staff Comments

None

9. Adjournment

Chair Stephenson adjourned the meeting at 12:35 p.m.