

# MINUTES

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**August 17, 2022**  
**Landscape Review Committee**  
**Regular Meeting**

**12:00 pm**  
**Hybrid Meeting**  
**McMinnville, Oregon**

**Members Present:** John Hall, Rob Stephenson, Patty Sorensen, Carlton Davidson, and Brian Wicks

**Members Absent:**

**Staff Present:** Monica Bilodeau – Senior Planner

**Guests Present:** Kellie Menke – City Council and Scott Unger – News-Register

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## 1. Call to Order

Chair Hall called the meeting to order at 12:00 pm.

## 2. Citizen Comments

There were no citizen comments.

## 3. Approval of Minutes

There were no minutes to approve.

## 4. Discussion Items

- Sections 17.57, 17.58 Development Code Revisions  
Planner Bilodeau presented an overview of the proposed revisions to the Landscape Code and the Tree Code. She outlined the City's Code amendment process and answered clarifying questions from Committee Members about the existing Code. Committee Members and Staff reviewed and discussed each section of the Codes. The discussion included the following key comments:
  - Committee Members recommended adding "reduce groundwater contamination", "improve air quality", and "address diseases" to the list of objectives in the purpose and intent section of landscaping Code.
  - The objectives should not state that the Code would support a community that cares about its appearance because the parks are in horrible shape. The city should lead by example and private citizens should not be required to do something the Parks Department is not. Planner Bilodeau believed the phrase should remain in the Code

because it could impact budgeting and funding. The consensus was to change the word “support” to “enhance.”

- It is difficult for the city to comply with the requirement that applications be reviewed by the Committee within 30 days of submission because the Committee only meets once a month. Committee Members recommended 45 days.
- The limits on satellite dishes seemed outdated. Satellite dishes had become smaller and smaller over the years and could now be installed in a variety of places on a property. It seemed unreasonable to require satellite dishes to be hidden while garbage cans were allowed to sit out in plain view. Planner Bilodeau stated she would look into what prompted the restrictions and provide the Committee with more information.
- Landscaping plans that are submitted by applicants need to be legible and drawn to scale. Additionally, Applicants should not be allowed to change their plans after submitting an application and prior to their plan being reviewed by the Committee.
- Committee Members agreed that minor changes to landscaping projects should maintain the “intent” and not the “character” of the original plan.
- All components of wells and septic systems need to be indicated in landscaping plans. Planner Bilodeau explained that new developments would build new systems and existing systems were only located on older properties. Therefore, she advised against adding the recommended language. The consensus among the Committee was to require the location of only the “existing” wells and septic systems.
- When utilities cannot be located, the city should make reasonable accommodations for the absence of that information in the application.
- The Code should require overhangs, in addition to decks and awnings, to be considered when reviewing landscaping plans.
- Committee Members debated about whether irrigation plans should be required. Irrigation should be thoughtfully planned out. However, the plans would not be accurate as irrigation systems are all as built. Senior Bilodeau added that the city did not have a landscape architect who could review irrigation plans.
- The city requires irrigation, but does not require the infrastructure for the irrigation. The Code should require sleeves for street tree irrigation to be installed underneath sidewalks. Downspouts from the curb to the street should also be required.

## **5. Action Items**

No action was taken by the Committee.

## **6. Committee Member Comments**

Committee Members discussed the possibility of meeting more frequently and having work sessions. The consensus was to hold a separate meeting just to discuss trees. Kellie Menke and Planner Bilodeau reviewed the public notice requirements and explained which meetings had to be recorded.

Chair Hall requested that the Committee be provided with research on root barriers at a future meeting.

Committee Members discussed scheduling a meeting to discuss trees. The consensus was to schedule the meeting for August 31, 2022 at 12:00 pm.

## **7. Staff Comments**

Planner Bilodeau updated the Committee on upcoming projects and agenda items for future meetings.

## **8. Adjournment**

There being no further business, the meeting was adjourned at 1:25 pm.