



**City of McMinnville**  
**Planning Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

# MINUTES

---

**August 31, 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:**

---

## 1. Call to Order

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

## 2. Citizen Comments

Chair Hall confirmed there were no comments.

## 3. Approval of Minutes

There were no minutes to approve.

## 4. Discussion Items

- Section 17.57, 17.58 Development Code Revisions  
Committee Members and Staff reviewed and discussed the proposed changes to the Zoning Code. Staff briefly reviewed the recommended changes that the Committee had made at previous meetings and displayed a red line copy on the screen, which was also included in the Agenda packet. The discussion included the following key comments:
- The City would be moving in the right direction towards achieving its goal to conserve resources if it adopted best management practices for irrigation. Additionally, the City would have then a framework to expand on as issues come up. However, there was concern about the ability to enforce the recommended irrigation standards. The Committee would need to coordinate with the Engineering Department and Public Works because requiring irrigation would require the sidewalks to have sleeves that extend to the street trees. Ultimately, the general consensus was that irrigation should be required in planter strips.

- Committee members and Staff discussed and agreed that more funding was needed to adequately maintain the City's trees. They also discussed the varying levels of maintenance required by the City, homeowner associations, and on private property.
- The City did not currently have a list of historic trees. However, an inventory was being conducted to document significant trees, which could inform future Code updates. Staff explained how significant trees could trigger a development review to ensure those trees were protected.
- Committee members and Staff briefly discussed the inability to enforce the current codes that regulate tree removal.
- The Committee would no longer be reviewing requests for tree removal or pruning that did not meet the simple removal criteria. Planning Staff would approve those requests and the Committee would only review complicated cases. In order to be consistent with the rest of the Code, the complicated cases could be forwarded to the Committee within 45 days instead of 30 days. Code enforcement must be done for all permits regardless of whether they were approved by the Committee or administratively.

It was recommended that the tree list should specify the caliper and height required for street trees when planted. Additionally, the requirements should be specific to the variety of tree because some trees only come in certain calipers. However, there were concerns about code enforcement.

- The fully grown height and width of trees should be a consideration when determining the distance at which trees should be planted from utilities or lines of sight. A two-foot distance might be appropriate at the time a tree is planted, but as a tree grows, problems could arise.
- Code enforcement was discussed. Private property owners are unaware of their requirements and the code enforcement officer has requested documentation to give property owners to demonstrate the requirement. Information should also be made available to developers. The City's website could provide information to the public as well.

## **5. Action Items**

No action was taken by the Committee.

## **6. Committee Member Comments**

There were no comments.

## **7. Staff Comments**

Staff noted the next meeting's agenda would have one new discussion item.

## **8. Adjournment**

There being no further business, the meeting was adjourned at 12:46pm.