



City of McMinnville
Planning Department
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MINUTES

November 16, 2022
Landscape Review Committee
Regular Meeting

12:00 pm
ZOOM Meeting
McMinnville, Oregon

Members Present: John Hall, Carlton Davidson, Brain Wicks, and Patty Sorensen
Members Absent: Rob Stephenson
Staff Present: Tom Schauer – Senior Planner, Adam Tate – Associate Planner, and Jessica Payne – City Councilor
Guests Present: Scott Unger – News-Register

1. Call to Order

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

2. Citizen Comments

None

3. Approval of Minutes

- January 19, 2022
- March 16, 2022

Chair Hall moved to approve the January 19 and March 16, 2022 minutes. The motion was seconded by Committee Member Sorensen and passed 4-0.

4. Action Item

- L 16-22: Street Tree Removal for Vernon Dreyer, 2320 NW McGarey Dr, (part of Tax Lot R4418AD 5900)

Senior Planner Schauer said the planting space for this tree was tight and the replacement tree needed to be moved further away from the light pole.

Chair Hall moved to approve L 16-22 with conditions. The motion was seconded by Committee Member Sorensen and passed 4-0.

- L 18-22: Street Tree Removal for Michael Rogers, 648 NW 16th St, (part of Tax Lot R4418AD 5900)

Senior Planner Schauer confirmed this tree was dead and should be replaced with a smaller tree that was suitable to go under the overhead power lines.

Committee Member Davidson moved to approve L 18-22 with conditions. The motion was seconded by Chair Hall and passed 4-0.

5. Discussion Items

- Code Amendments discussed from August 31, 2022 meeting

Senior Planner Schauer said staff would be forwarding the recommended code amendments to the Planning Commission and City Council and notify the state.

- Additional Discussion items from August 31. 2022 meeting

There was consensus to review the Committee Work Plan and discuss priorities at the next meeting.

There was discussion regarding having longer meetings or night meetings to discuss possible amendments and what was required under public meetings law.

An additional discussion item was who was responsible for maintaining street trees and landscaping. Senior Planner Schauer said for specific concerns people could contact the City, however it was typically the property owner or HOA who was responsible.

Committee Member Wicks left the meeting.

Committee Member Sorensen thought there should be public education and outreach on this subject, including information about pruning and initial tree planting. This could be done through a direct mailing of an information packet to developers, HOAs, apartment complex property managers, and realtors. The information could also be posted on social media and put in the newspaper and on the City's website.

Councilor Payne suggested the Committee send photos/videos to the City to post the content on different platforms and reaching out to HOA presidents with the information to disperse to their communities. They could also work with title companies to provide that information as part of a closing document.

Another discussion item was adding Ash trees to the prohibited street tree list due to the Emerald Ash Borer. The Committee also wanted to review the street list to add cultivar exceptions.

Another discussion item was what to do if upon inspection smaller trees had been planted due to unavailability of larger trees or if a substitute species that was larger in size should be planted. They could possibly add a requirement that the applicant determine the availability of the plants proposed in the landscape plan. There was also need to clarify when to take down stakes around trees.

6. Committee Comments

None

7. Staff Comments

None

8. Adjournment

Chair Hall adjourned the meeting at 1:12 p.m.