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Planning Department  
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# MINUTES

February 15, 2023  
Landscape Review Committee  
Regular Meeting

12:00 pm  
ZOOM Meeting  
McMinnville, Oregon

**Members Present:** John Hall, Carlton Davidson, Brain Wicks, Jamie Fleckenstein, and Patty Sorensen

**Members Absent:**

**Staff Present:** Tom Schauer – Senior Planner, Amy Dixon – Contract Planner, and Jessica Payne – City Councilor

**Guests Present:**

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## 1. Call to Order

The meeting was called to order at 12:00 p.m.

## 2. Selection of Chair and Vice-Chair

Committee Member Sorensen said she had a lot of commitments and said it would be best if someone else was selected.

The Committee selected Jamie Fleckenstein for Chair and Patty Sorensen for Vice Chair for 2023.

## 3. Citizen Comments

None

## 4. Approval of Minutes

- November 16, 2022

Committee Member Sorensen moved to approve the November 16, 2022 minutes. The motion was seconded by Committee Member Hall and passed 5-0.

## 5. Action Item

A. L 2-23: Street Tree Removal for Key Bank, 342 NE 3rd St. (Tax Lot R4421BC8800)

Senior Planner Schauer explained the street tree removal request for removal of two trees. They were located close to utility poles and one was close to another street tree. Staff recommended

they not be replaced. Staff was looking for direction on what to do about the tree wells, either planting groundcover or concreting them over.

Committee Member Sorensen thought cementing would be best due to safety issues.

There was discussion regarding the Third Street improvement project and the work that would be done on the street as well as undergrounding power.

Committee Member Davidson agreed with the concrete. Committee Member Hall agreed.

Committee Member Wicks wanted more information about the Third Street project.

Committee Member Davidson moved to approve L 2-23 and concrete over the tree wells. The motion was seconded by Committee Member Hall and passed 4-0-1 with Committee Member Wicks abstaining.

B. L 3-23: Street Tree Removal for Carla Urwin, 836 NW 21st St. (Tax Lot R4417AC2342)

Senior Planner Schauer summarized the street tree removal request on NW 21<sup>st</sup>. The trees were damaged in the ice storm and had already been removed and the sidewalk was being repaired. Staff recommended replacing them with two street trees from the large street tree list.

Committee Member Davidson moved to approve L 3-23 with conditions. The motion was seconded by Committee Member Hall and passed 5-0.

Community Development Director Richards explained what was included in the Third Street project.

C. L 4-23: Street Tree Removal for Clayton Carter/First American Title, 775 NE Evans St. (Tax Lot R4421BB 13300)

Senior Planner Schauer explained two trees were being requested to be removed. Two other trees had been removed on the property previously, and the recommendation was to replace all four trees.

Committee Member Sorensen noted one of these trees had already been removed.

Committee Member Sorensen moved to approve L 4-23 with conditions. The motion was seconded by Committee Member Wicks and passed 5-0.

## 6. Discussion Items

Community Development Director Richards said they were working with Damian Lillard Toyota on their expansion and a landscape plan would be brought to the LRC. They asked that they not be required to plant trees in the landscape islands where their inventory would be stored. They preferred planting shrubs instead.

There was discussion regarding putting trees in the islands at the ends of the rows and the middle islands could have shrubbery and adding trees that had height and volume but would not get wide. There was further discussion regarding being consistent with the landscaping of other car dealerships.

There was consensus that the parking aisle end caps would have trees, but not the types of trees that would cause a canopy to hang over the car inventory in the parking lot. The trees that would have been put in the center islands would be added to the perimeter or somewhere else on the property.

- **Oak Ridge Meadows Street Tree Substitutions**

Senior Planner Schauer said the applicant had responded to the Committee's concerns from the last meeting. They had moved the maples away from the wetlands, adjusted the size of the tree calipers, and the majority proposed were on the street tree list.

The Committee appreciated the changes that were made. They discussed the specific species that had been proposed. Committee Member Davidson noted the Amelanchier should be single stem, not multi stem.

Committee Member Sorensen moved to approve the Oak Ridge Meadows Street Tree substitutions as presented, with the note on the Amelanchier. The motion was seconded by Committee Member Hall and passed 5-0.

## **7. Work Session**

- **Code Amendment**

Senior Planner Schauer reviewed the code amendments that the Committee had proposed in the past. These included changes due to new middle housing regulations and issues the Committee thought needed to be addressed including irrigation plans, prohibited trees, best practices, change from 30 to 45 days to review landscape plans, and adding a legend for landscape plans.

There was discussion regarding location requirements for certain trees, clear and objective standards vs. discretionary, definition of compatibility, street tree maintenance for developer and homeowner, and requirements for parking lot landscape islands.

There was consensus for staff to clarify some of these issues and send the draft code amendments to the Planning Commission.

## **8. Committee Comments**

None

## **9. Staff Comments**

None

## **10. Adjournment**

Chair Fleckenstein adjourned the meeting at 2:00 p.m.