

# MINUTES

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**August 16, 2023**  
**Landscape Review Committee**  
**Special Meeting**

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

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

**Members Absent:** Carlton Davidson

**Staff Present:** Tom Schauer – Senior Planner and Jessica Payne - Council Liaison

**Guests Present:**

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## 1. Call to Order

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

## 2. Citizen Comments

None

## 3. Approval of Minutes

- February 15, 2023
- March 15, 2023

Committee Member Sorensen wanted to amend the February 15 minutes to better explain why she stepped down as Chair. She suggested changing it to, “Committee Member Sorensen said she had a lot of commitments, and it would be best if someone else was selected.”

Committee Member Wicks moved to approve the February 15 and March 15, 2023 minutes as amended. The motion was seconded by Committee Member Hall and passed unanimously.

## 4. Action Item

- A. L 32-23: Tree removal application from Miranda Karson, 835 SE Villard St. (Tax Lot R4421CD04100)

Senior Planner Schauer said these were damaged trees in the ice storm which had been removed, but not replaced yet. The recommendation was to replace the six trees with five trees from the street tree list. There was no street tree plan for this neighborhood.

There was discussion regarding the spacing between the trees, putting one tree on one side of the driveway and four trees on the other, and the need to water the trees once planted.

Committee Member Sorensen moved to approve L 32-23 with conditions and adjusted spacing as discussed. The motion was seconded by Committee Member Wicks and passed unanimously.

- B. L 33-23: Tree removal application from Jarvis Gomes, 2364 SW Howard St. (Tax Lot R4419CA04100)

Senior Planner Schauer said the tree was uplifting the sidewalk and the applicant requested removal. Staff recommended replacement.

Committee Member Wicks moved to approve L 33-23 with conditions. The motion was seconded by Committee Member Hall and passed unanimously.

## 5. Discussion Items

- C. Need to schedule special meeting to review L 31-23 (Landscape Plan for New Energy Works - Industrial Development)

Senior Planner Schauer tentatively scheduled a special meeting on August 30.

- D. Work Session – Code Amendments (Information to be provided)

Senior Planner Schauer said for including landscape review for public projects, staff wanted to know what the amendments meant in terms of time and costs. He discussed uses and applicability, clarification of certain items, courtesy review of certain items, procedure vs. standards, “safe harbor” standards for certain items like screening, minor/major, existing/new, in right-of-way vs. out, triggers/thresholds, nonconforming use/development, planter strip groundcover, and gravel vs. paved. He asked if the Committee was comfortable with establishing a standard for a certain project that if they met the requirements, they did not need a separate review.

There was discussion regarding screening requirements, if everything public or private needed discretionary review, creating screening types, taking height into consideration for screening, examples, when/if applications needed landscape review, and criteria for street tree planting plans.

## 6. Committee Comments

Committee Member Sorensen said her neighbor saw the water truck watering trees in the Oak Ridge subdivision.

## 7. Staff Comments

None

## **8. Adjournment**

Chair Fleckenstein adjourned the meeting at 12:52 p.m.