



Landscape Review Committee
Hybrid In-Person & ZOOM Online Meeting
Wednesday, December 18, 2024 - 12:00 PM

Please note that this meeting will be conducted in-person at the Community Development Center Large Conference Room, 231 NE Fifth Street, and via ZOOM.

Join ZOOM Meeting online via the following link:

<https://mcminnvilleoregon.zoom.us/j/88138973805?pwd=dPNSRKb5dMDeGssb2682IKX3j3iMVq.1>
Meeting ID: 881 3897 3805 Passcode: 766657

Or join ZOOM Meeting by phone via the following number: 1-669-44-9171

Committee Members	Agenda Items
Jamie Fleckenstein, Chair Brian Wicks, Vice Chair Carlton Davidson John Hall Eva Reutinger	<ol style="list-style-type: none"> 1. Call to Order and Roll Call 2. Minutes: <ol style="list-style-type: none"> A. March 6, 2024 Draft Minutes (<i>Exhibit 1</i>) B. March 20, 2024 Draft Minutes (<i>Exhibit 2</i>) 3. Citizen Comments 4. Action Items 5. Discussion Items <ol style="list-style-type: none"> A. Landscape Review Committee 2025 Work Plan (<i>Exhibit 3</i>) 6. Committee Member Comments 7. Staff Comments 8. Adjournment

The meeting site is accessible to handicapped individuals. Assistance with communications (visual, hearing) must be requested 24 hours in advance by contacting the City Manager (503) 434-7405 – 1-800-735-1232 for voice, or TDY 1-800-735-2900.

*Please note that these documents are also on the City’s website, www.mcminnvilleoregon.gov. You may also request a copy from the Planning Department.



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

MINUTES

March 6, 2024
Landscape Review Committee
Special Meeting

12:00 pm
ZOOM Meeting
McMinnville, Oregon

- Members Present:** Brain Wicks, Eva Reutinger, Carlton Davidson, John Hall, and Jessica Payne - Council Liaison
- Members Absent:** Jamie Fleckenstein
- Staff Present:** Tom Schauer – Senior Planner and Taylor Graybehl – Senior Planner
- Guests Present:** Joan Buccino, Alexander Prentice, and Jose Lopez

1. Call to Order

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

2. Approval of Minutes

None

3. Citizen Comments

None

4. Action Item

- A. L 55-23: Landscape Plan Review, Best Western, 2035 & 2045 SW Hwy 99W, Tax Lot R4429BD02700

Senior Planner Schauer reviewed the updated landscape plan for Best Western on Hwy 99W. This application was before the Committee previously, and the Committee had asked for more information about the location of McMinnville Water & Light facilities, physical improvements and sidewalk, mature plant sizes, and updated plant list. The applicant had provided this information and staff recommended approval with revised conditions. He then reviewed the conditions for the trash enclosure, tree plantings, and screening on the south property line.

There was discussion regarding the plant species and screening options.

Jose Lopez, applicant, said they were thinking of putting in a 3-4 foot chain link fence for the screening if necessary and a concrete curb and parking bump to prevent cars from encroaching on the abutting property.

The Committee did not think the screening was needed, and agreed to remove Condition J. They also agreed the trash enclosure was properly screened and would be landscaped around it. They accepted staff's revisions to Conditions 3F, 3H, and 3I.

Committee Member Reutinger moved to approve L 55-23 with the revised conditions including removal of Condition J and revisions to Conditions 3F, 3H, and 3I. The motion was seconded by Committee Member Hall and passed unanimously.

B. L 6-24: Street Tree Removal, 2563 NW Alice Kelley, Tax Lot R4417BA03700

Senior Planner Graybehl explained the request for removal of two Maple trees on NW Alice Kelley Street due to the trees being in conflict with public improvements. He discussed the subject site, subdivision street tree plan, existing conditions, criteria, and additional comments received after the packet went out. Staff recommended denial due to insufficient information to show how the application met the criteria. A site visit was done on February 27 and staff found no public improvements were required to be repaired and there was no sidewalk uplift. The applicant showed there was a conflict in the past, but the conflicts were addressed without the removal of the trees.

The applicant said there was no root barrier installed when the sidewalk was repaired. If the trees were removed, he planned to replace them with two Autumn Blaze Maples. His neighbors had recently replaced their trees due to the same issues. He had already done the repairs to the sidewalk before applying to remove the trees.

The Committee discussed the benefits of removing the trees and replacing them with new trees to the City's standards. Committee Member Davidson encouraged the applicant to look at a different tree species because they would have the same issues if the root barrier didn't work.

The Committee found the criterion that the trees were in conflict with public improvements was being met due to the history of the site, types of trees, and other neighborhood replacements.

Committee Member Hall moved to approve L 6-24 with standard street tree removal conditions. The motion was seconded by Committee Member Reutinger and passed unanimously.

5. Committee Member Comments

Committee Member Davidson asked if the trash enclosure ordinance included recycling. Senior Planner Schauer said yes, it did.

6. Staff Comments

Senior Planner Schauer said the code amendments the Committee had worked on previously would be going back to the Planning Commission in April. He noted that in the code, reviews had to take place within 30 days of the submittal. Unfortunately, a decision the LRC made in February on an industrial development application was done after the 30 days. The applicant had appealed the decision to the Planning Commission and the appeal was approved based on the timeframe. The conditions the LRC placed on the application would not apply. Staff was working on making changes so this would not happen again.

7. Adjournment

Vice Chair Wicks adjourned the meeting at 1:05 p.m.

DRAFT



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
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MINUTES

March 20, 2024
Landscape Review Committee
Regular Meeting

12:00 pm
ZOOM Meeting
McMinnville, Oregon

- Members Present:** Brain Wicks, Eva Reutinger, Carlton Davidson, John Hall, and Jessica Payne - Council Liaison
- Members Absent:** Jamie Fleckenstein
- Staff Present:** Taylor Graybehl – Senior Planner and Heather Richards – Community Development Director
- Guests Present:** Kellie Menke and Mellony Hotskin

1. Call to Order

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

2. Approval of Minutes

None

3. Citizen Comments

Mellony Hotskin had some questions about a tree removal and replacement. Senior Planner Graybehl said he would contact her at a later time.

4. Action Item

A. L 8-24: Street Tree Removal, 573 NW Mt Mazama Street, Tax Lot R4524AD00800

Senior Planner Graybehl reviewed the request for removal of two trees on NW Mt. Mazama Street due to the trees being in conflict with public improvements. The applicant had also requested no replanting. He described the subject site, how there was no street tree plan for the neighborhood, review criteria, how replanting was required, photos of the trees and tree roots pushing up the sidewalk, public agency comments, and missing information in the application. He was unclear whether both trees needed to be removed. The tree hazard report recommended not replanting in the planter strip due to the soils, but replanting somewhere else on site.

Kelly Menke, representing the applicant, said Engineering thought both trees should be removed. However, the southern tree had not lifted the sidewalk as much and the concrete could be shaved down.

There was discussion regarding the distance from the driveway and spacing standards, how the developer should have amended the soil to support the street trees, the monoculture design of the neighborhood, how the trees were a problem through the whole neighborhood, root barrier pros and cons, and how these were small planter strips.

Community Development Director Richards said if this was not the right species for the neighborhood, the Committee could pick a different one and create a Street Tree Improvement District so all the replacement trees would be the same.

There was consensus that a smaller variety of flowering tree was recommended, particularly the *Cercis canadensis* tree.

Committee Member Davidson noted there were empty planter strips where more trees needed to be planted in the neighborhood.

Committee Member Hall moved to approve L 8-24, removing both trees and replacing them to the City's standards with *Cercis canadensis*. The motion was seconded by Committee Member Wicks and passed unanimously.

Committee Member Wicks moved to create a Street Tree Improvement District for this neighborhood to replace trees with *Cercis canadensis*. The motion was seconded by Committee Member Reutinger and passed unanimously.

5. Committee Member Comments

None

6. Staff Comments

Community Development Director Richards discussed the appeal of a landscape plan decision due to not reviewing it in 30 days and how the approval included items not relative to the landscape plan code. The appeal was approved, and the application was approved as presented. She explained how the process for review would change and the landscape review chapter standards would come back to the Committee to make them more clear and objective.

7. Adjournment

Vice Chair Wicks adjourned the meeting at 12:56 p.m.

EXHIBIT 3 - STAFF REPORT

DATE: December 18, 2024
TO: Landscape Review Committee Members
FROM: Taylor Graybehl, Senior Planner
SUBJECT: Agenda Item – Discussion of 2025 LRC Work Plan

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

Report in Brief:

This item aims to discuss a Work Plan for the 2025 calendar year to guide the Landscape Review Committee's activities during that time.

Background:

The Landscape Review Committee's purpose is defined in the McMinnville Municipal City Code: *to ensure that the appearance of the City of McMinnville is enhanced by encouraging quality landscaping that will benefit and protect the health, safety, and welfare of the general public.*

Between 2020 and 2023, the Landscape Review Committee adopted an annual work plan to help guide its work and projects throughout the following year.

The 2022 Work Plan, based on the 2021 Work Plan, is attached to this report. Below is a discussion of the work completed for the 2022 Work Plan. A 2025 Draft Work Plan is discussed below and attached to this report.

The Landscape Review Committee should consider the proposed Draft Work Plan, divided into Goals, Strategies, and Actions.

- Goals are aspirations or the vision for the community.

- Strategies are the approach to take to achieve a Goal.
- Actions are specific tasks to complete to implement a Strategy.
 - We will consider each Action's priority, timeframe, cost, and responsibility.

During the meeting, the Landscape Review Committee could also consider if they would like to modify the Goals to align with:

1. Guiding City of McMinnville Policies, Goals, and Values
2. Landscape Review Committee's vision

Guiding Policies, Goals, and Values

The McMinnville Municipal Code and MAC-TOWN 2032 Strategic Plan guide the Landscape Review Committee when adopting their own 2025 Goals, Strategies, and Actions. Below is a summary of applicable items.

McMinnville Municipal Code¹

Chapter 2.33 LANDSCAPE REVIEW COMMITTEE

2.33.10 Purpose.

To ensure that the appearance of the city of McMinnville is enhanced by encouraging quality landscaping which will benefit and protect the health, safety and welfare of the general public. (Ord. 5028 §1, 2017).

2.33.020 Responsibilities and Power.

1. ***Advisory Counsel.*** *The Landscape Review Committee shall serve in an advisory role to the planning director and designees, the planning commission and the common council for land-use application reviews, comprehensive plan policies and zoning ordinance amendments relative to the committee's purpose statement.*

The Landscape Review Committee has been tasked with advising the Planning Director, Planning Commission, and City Council on comprehensive plan policies and Zoning Ordinance² Amendments to ensure the City's appearance is enhanced by quality landscaping that benefits and protects the general public's health, safety, and welfare.

Staff recommends maintaining the following "Goal": *Evaluate & Enhance McMinnville's Urban Forest & Landscape*

Staff recommends adding the following "Strategies": *Amend Tree Chapter of the McMinnville Zoning Ordinance*

Staff recommends adding three (3) "Actions" to the Work Plan to implement the purpose and responsibility of the Landscape Review Committee. They are:

¹<https://mcminnville.municipal.codes/>

²<https://www.mcminnvilleoregon.gov/cd/page/zoning-ordinance>

1. *Update the McMinnville Street Tree List*³
 - a. Conversations with the Landscape Review Committee and Arborists have indicated that some trees on the approved list are not appropriate for Street Trees
 - b. The Purpose and Intent Statement of Chapter 17.57 expresses several goals for landscaping and trees; the Street Tree List could be updated to implement some of these goals.
 - c. A review of other communities found that some Street Tree Lists consider soils and the width of planting areas when allowing for certain tree species.
2. *Update Section 17.58.090(E) Street Tree and Utilities Separation Standards*
 - a. current spacing standards don't reflect historic planting practices, and in some cases, street trees approved for removal cannot be replaced, and
 - b. will work with other city departments and McMinnville Water and Light
3. *Update the Street Tree Planting Design Drawings and Specifications:*
 - a. make sure standards reflect best practices, and
 - b. consider creating additional drawings and specifications for different planting areas

MAC-TOWN 2032 STRATEGIC PLAN⁴

The MAC-TOWN 2032 Strategic Plan (Plan) was adopted by the City Council in 2019. It was created through the hard work of hundreds of people, including the Council, the Executive Team, and a wide variety of city staff, civic partners, and community members.

Goal: *Guide growth and development strategically, responsively, and responsibly to enhance our unique character.*

Objective: *Educate and build support for innovative and creative solutions.*

Priority Actions: *Social media strategy to inform and engage.*

The Landscape Review Committee should consider how to use social media to inform and engage the public to educate and build support for innovative and creative solutions related to landscaping and trees.

Discussion:

Below is a summary and brief discussion of Goals, Strategies, and Actions included by staff on the 2025 Draft Work Plan:

- **Goal: Evaluate & Enhance McMinnville's Urban Forest & Landscape**
 - **Strategy:** Conduct a Street Tree Inventory
 - **Action:** Develop/Recommend Plan for Implementation
 - A street tree inventory has been identified by staff as a critical initial step toward evaluating McMinnville's urban forest. Establishing the extent and health of the existing urban forest will allow the City to evaluate policies and programs and work towards policies to expand and improve the urban forest throughout the city. Consultants can be hired to conduct full inventories, but they are very expensive; grant

³https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/community_development/page/1143/mcminnville_street_tree_list_combined.pdf

⁴<https://www.mcminnvilleoregon.gov/cityadmin/page/mac-town-strategic-plan-2032>

opportunities are available for application. Partial inventories can be conducted, and the results can be extrapolated to provide a representative inventory of the city's trees. Another option could include a volunteer effort to collect the data necessary to create an inventory. A volunteer effort would be a large undertaking to organize and manage and would be dependent on staff workload.

- **Priority:** Medium
- **Cost:** Staff Time/\$
- **Timeframe:** Winter
- **Responsible Party:** Primary – Staff. Support – Landscape Review Committee.

○ **Strategy:** Update Tree Regulations to Limit Future Impacts on Public Facilities

- **Action:** Update the Street Tree Planting Design and Drawing Specifications
 - Update the Street Tree Planting Design and Drawing Specifications to reflect best practices for limiting the long-term impact of Street Trees on public facilities (sidewalks, sewer, storm, and water mains). Landscape Review Committee would use its expertise to lead the process, with staff providing support.
 - **Priority:** High
 - **Cost:** Staff Time
 - **Timeframe:** Spring
 - **Responsible Party:** Primary - Landscape Review Committee, Staff Support.
- **Action:** Update the McMinnville Street Tree List.
 - Update the McMinnville Street Tree List to reflect better the landscaping and tree goals expressed in the Purpose and Intent Chapter 17.57, review root characteristics and potential impacts on public facilities, and consider adding additional considerations based on planting area characteristics to help reduce future impact. The Landscape Review Committee would use its expertise to select tree species, with staff providing support.
 - **Priority:** High
 - **Cost:** Staff Time
 - **Timeframe:** Summer
 - **Responsible Party:** Primary - Landscape Review Committee, Staff Support.

○ **Strategy:** Amend Tree Chapter of McMinnville Zoning Ordinance

- **Action:** Recommend amendments for Street Tree separation standards from public facilities
 - Research and recommend to the Planning Commission updates/revisions to Section 17.58.090(E) of the Zoning Ordinance to reflect best practices for Street Tree separation from public facilities (sidewalks/sewer/storm/water mains), streetlights, fire hydrants, and clear vision areas. A review of neighboring communities has found less restrictive spacing standards than our currently adopted. The

current separation standards conflict with historic planting practices, which have led to Street Trees being approved for removal due to sidewalk uplifting but not replaced due to nearby public utilities, leading to a loss of Citywide canopy coverage. Staff will help lead the code revisions with assistance from the Landscape Review Committee.

- **Priority:** Medium
- **Cost:** Staff Time
- **Timeframe:** Winter
- **Responsible Party:** Primary - Staff. Support Landscape Review Committee.

- **Goal: Increase Awareness & Appreciation of McMinnville's Urban Forest & Landscape**

- **Strategy:** Engage and Educate the Community

- **Action:** Develop and Implement an Outreach Plan

- Craft an Outreach Plan that identifies the goals and purpose of outreach and education to the community. Determine different outreach forms, considering the targeted audiences and effectiveness at achieving the identified goals. Create a work plan with a timeline for anticipated outreach activities, costs, and who will make it happen.
- **Priority:** Medium
- **Cost:** Staff Time
- **Timeframe:** Spring
- **Responsible Party:** Primary – Landscape Review Committee. Support - Staff.

- **Strategy:** Celebrate Arbor Day

- **Action:** Promote Arbor Day Events in McMinnville

- McMinnville has traditionally organized and held an event to celebrate Arbor Day, which is recognized in April. This event has been a requirement of the Tree City USA program, which has recognized McMinnville for 24 consecutive years. The committee can discuss if an event can/should be held and promoted.
- **Priority:** High
- **Cost:** Staff Time
- **Timeframe:** Spring
- **Responsible Party:** Primary – Landscape Review Committee. Support - Staff.

- **Action:** Coordinate Arbor Day Tree Planting Event

- If an Arbor Day event is to be held, then the committee can help organize and coordinate location, materials, and volunteers/community participation.
- **Priority:** High
- **Cost:** Staff Time
- **Timeframe:** Spring

- **Responsible Party:** Primary – Landscape Review Committee. Support – Staff.
- **Goal: Preserve McMinnville’s Urban Forest & Landscape**
 - **Strategy:** Manage Existing Landscape and Trees
 - **Action:** Provide Recommendations and Guidance for Natural Features Protections
 - Following up on recent UGB expansion work, staff will be working with a consultant on a Natural Features Management Program that will include recommendations for a management program for tree groves and individual significant/landmark trees. This work may incorporate recommendations from the committee based on discussions that began in 2020 regarding tree protection measures.
 - **Priority:** High
 - **Cost:** Staff Time
 - **Timeframe:** Spring
 - **Responsible Party:** Primary – Staff. Support – Landscape Review Committee.

A discussion of additional projects that the Landscape Review Committee could undertake may be initiated by the committee, and those may be incorporated into the final adopted work plan.

Attachments:

Attachment 1 - Landscape Review Committee 2022 Work Plan
 Attachment 2 - Draft Landscape Review Committee 2025 Work Plan

Fiscal Impact:

The City will research grant opportunities to obtain funds to help complete the projects and activities in the Work Plan.

Other activities may require completion in-kind by city staff as workloads allow.

Recommendation:

Staff recommends that the Landscape Review Committee adopt a 2025 Work Plan for the Landscape Review Committee after discussing the draft Work Plan and deliberating.

Suggested Motion: “That the Landscape Review Committee adopt the 2025 Work Plan as provided by staff”

TG

GOAL : Evaluate & Enhance the McMinnville’s Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Conduct a Comprehensive Inventory of McMinnville’s Street Trees	Develop/Recommend Plan for Implementation	High	Winter 2022	Staff/\$	City of McMinnville (City)/ Landscape Review Committee (LRC)
Amend Landscaping Chapter of McMinnville Zoning Ordinance	Review Chapter 17.57 and Recommend Revisions to Improve City’s Landscape	Medium	Spring 2022	Staff	City/LRC
Amend Tree Chapter of McMinnville Zoning Ordinance	Review Tree Chapter and Recommend Revisions to Improve Urban Forest	Medium	Spring 2022	Staff	City/LRC
Promote Healthy, Safe, and Diverse Urban Forest	Work with MW&L on Process to Identify/Remove/Replace Problem Trees Under Power Lines	Medium	Fall 2022	Staff	City/LRC
	Develop “Right Tree for the Right Place” Informational Pamphlet	Low	Fall 2022	Staff/\$	City/LRC

GOAL: Increase Awareness & Appreciation of McMinnville’s Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Celebrate Arbor Day in McMinnville	Promote Arbor Day Events in McMinnville	High	Spring 2022	Staff	City/LRC
	Coordinate Arbor Day Tree Planting Event	High	Spring 2022	Staff/\$	City/LRC
Educate Community on Urban Forestry					

GOAL: Preserve McMinnville’s Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Manage Existing Landscape and Trees	Provide Recommendations and Guidance for Natural Features Management Program	High	Summer 2022	Staff	City/LRC

McMinnville Landscape Review Committee - 2025 Work Plan (Draft)

GOAL : Evaluate & Enhance the McMinnville's Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Conduct a Comprehensive Inventory of McMinnville's Street Trees	Develop/Recommend Plan for Implementation	Medium	Winter 2025	Staff/\$	City of McMinnville (City)/ Landscape Review Committee (LRC)
Update Tree Regulations to Limit Future Impacts on Public Facilities	Update McMinnville Street Tree List	High	Spring 2025	Staff	LRC/City
	Update the Street Tree Planting Design and Drawing Specifications	High	Summer 2025	Staff	LRC/City
Amend Tree Chapter of McMinnville Zoning Ordinance	Recommend amendments for Street Tree separation standards from public facilities	Medium	Winter 2025	Staff	City/LRC

GOAL: Increase Awareness & Appreciation of McMinnville's Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Celebrate Arbor Day in McMinnville	Promote Arbor Day Events in McMinnville	High	Spring 2022	Staff	LRC/City
	Coordinate Arbor Day Tree Planting Event	High	Spring 2022	Staff/\$	LRC/City
Engage and Educate the Community	Develop and Implement Outreach Plan	Medium	Spring 2025	Staff	LRC/City

GOAL: Preserve McMinnville's Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Manage Existing Landscape and Trees	Provide Recommendations and Guidance for Natural Features Management Program	High	Summer 2025	Staff	City/LRC