

ORDINANCE NO. 5028

AN ORDINANCE AMENDING THE MCMINNVILLE CITY CODE, CHAPTER 2.33, SPECIFIC TO THE LANDSCAPE REVIEW COMMITTEE.

RECITALS:

In order to implement its McMinnville Zoning Ordinance, Chapter 17.57 (Landscaping) and Chapter 17.58 (Trees), the McMinnville City Council appoints a volunteer Landscape Review Committee that reviews and makes recommendations to the Planning Director and designees on whether or not a development landscape plan is compliant with the McMinnville Zoning Ordinance; and

Historically the enabling language for this committee – purpose, authority, membership, quorum, etc. – has resided in Chapter 17 of the McMinnville City Code as part of the McMinnville Zoning Ordinance; and

Many other volunteer, City Council appointed committees' enabling language resides in Chapter 2 of the McMinnville City Code, such as the Airport Commission and the City Planning Commission; and

In order to standardize and simplify the McMinnville City Code, all the enabling language for the city commissions and committees should reside in the same general location of the McMinnville City Code.

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

1. That Chapter 2.33 (Landscape Review Committee) is added to the McMinnville City Code as provided in Exhibit A to this Ordinance.
2. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the Council this 27th day of June 2017, by the following votes:

Ayes: Garvin, Jeffries, Stassens, Ruden

Nays: _____


MAYOR Presiding officer

Attest:

Approved as to form:


CITY RECORDER


CITY ATTORNEY



CITY OF MCMINNVILLE
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PROPOSED AMENDMENTS TO THE MCMINNVILLE MUNICIPAL CITY CODE

New proposed language is represented by **bold underline font**, deleted language is represented by ~~strikethrough font~~.

Chapter 2.33

LANDSCAPE REVIEW COMMITTEE

2.33.010 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.

2.33.020 Responsibilities and Power.

- A. **Plan Review Committee. All landscape plans required by Chapter 17 of this code shall be submitted to and reviewed by the Landscape Review Committee per the provisions of Chapter 17 of this code.**
- B. **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.**

2.33.030 Membership

- A. **Number of Members. The Landscape Review Committee shall be composed of five members.**
- B. **Residency. Members shall reside in the McMinnville Urban Growth Boundary. A majority of members shall reside within the city limits. The Common Council can appoint a member to the committee who does not reside in the Urban Growth Boundary if it is determined that the member brings significant value to the purpose of the committee.**

- C. Representation. Individual seats are not geographically designated. Common Council members, Planning Commissioners, and Water and Light Commissioners shall not serve as Landscape Review Committee members.
- D. Appointments. The Common Council will appoint the committee members.
- E. Terms. All terms are for three years commencing with January of each year.
- F. Removal. A committee member may be removed by the Common Council for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The committee may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.
- G. Ex-Officio Members. One ex-officio youth (21 years of age and under) may be appointed by the Common Council, to serve a three year term. The ex-officio youth shall not be a voting member.

2.33.040 Officers

- A. Chairperson / Vice-Chairperson. At its first meeting of each year, the Landscape Review Committee shall elect from its membership a chairperson and vice-chairperson. The chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the committee. A majority of the committee may replace its chairperson or vice-chairperson with another member at any time during the calendar year.
- B. Annual Report to City Council. The Chairperson of the committee shall make an annual report to the City Council outlining accomplishments for the past year and work plan for the following year or more often as the Chairperson deems appropriate, or at the request of the Council.

2.33.050 Meeting/Quorum

- A. Meeting Schedule. The Committee shall meet as required to accomplish their responsibilities.
- B. Meeting Conduct. The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each committee meeting.
- C. Open to the Public. All meetings shall be open to the public.
- D. Quorum. A majority of the members of the committee shall constitute a quorum. Quorum will be based on the number of people officially

appointed to the committee at the time and should not include vacancies.

2.33.060 Expenses / Reimbursements. Committee members shall receive no compensation. Any expense incurred by a committee member that will need to be reimbursed by the City of McMinnville must be pre-authorized by the City Manager or designee.

2.33.070 Special Provisions.

A. The Landscape Review Committee shall operate within the laws and guidelines of the federal government, the state government, Yamhill County and the City of McMinnville.

B. The Common Council may appoint an ad-hoc committee to address issues that are not under the purview of the existing committee.

2.33.080 Staff Support. Staffing shall be determined by the City Manager or City Manager designee.